A STUDY OF THE POTENTIAL FOR ECONOMIC DEVELOPMENT IN THE TRAVEL AND TOURISM INDUSTRY TO PROVIDE NEW EMPLOYMENT OPPORTUNITIES FOR THE CHRONICALLY UNEMPLOYED

Prepared by

Randyl D. Elkin
Principal Investigator

and

Randall S. Roberts

West Virginia University
Bureau of Business Research
College of Business and Economics
Morgantown, WV 26506

This report was prepared for the Employment and Training Administration, U.S. Department of Labor, under research and development contract (grant) No. 7-37068. Since contractors (grantees) conducting research and development projects under Government sponsorship are encouraged to express their own judgement freely, this report does not necessarily represent the official opinion or policy of the Department of Labor. The contractor (grantee) is solely responsible for the contents of this report.

BIBLIOGRAPHIC DATA SHEET	1. Report No. DLMA 7-37068-6	2.	3. Recipient's Accession No.

4. Title and Subtitle

A Study of the Potential for Economic Development in the Travel and Tourism Industry to provide New Employment Opportunities for the Chronically Unemployed.

5. Report Date: May 15, 1980

6.

7. Author(s): Randyl D. Elkin and Randall S. Roberts

8. Performing Organization Rept. No.

9. Performing Organization Name and Address

College of Business and Economics
West Virginia University
Morgantown, WV 26506

10. Project/Task/Work Unit No.

11. Contract/Grant No. DL 7-37068

12. Sponsoring Organization Name and Address

U.S. Department of Labor
Employment and Training Administration
Office of Research and Development
601 D Street, N.W., Washington, D.C. 20213

13. Type of Report & Period Covered: Final

14.

15. Supplementary Notes

16. Abstracts

Abstracts of both the supply and demand sides of the labor market for the travel and tourism industry for Harrison County, West Virginia are analyzed. The supply side focus is on the sources of information concerning Comprehensive Employment and Training Act (CETA) eligible people. The methodology is similar to that followed by CETA prime sponsors, but focuses on more disaggregative data. The goal is to identify the characteristics of the local hard-to-employ labor force.

The demand side analysis centers on the occupational structure of the travel and tourism industry. Travel and tourism industry employees are identified. A methodology employing a small sample unstructured interviewing technique is developed and applied.

Survey data are grouped by industry employer and by occupation. Critical variables allow a discussion of the suitability for employment and training program
(continued on additional sheet)

17. Key Words and Document Analysis. 17a. Descriptors

Business
Construction Industry
Demand (Economics)
Economic Analyzer
Economic Development
Education
Employment
Food Industry
Industrial Training
Job Analysis
Manpower
Manpower Requirements
Placement
Qualifications
Questionnaires
Recruiting
Regional Planning
Specialized Training
Supply (Economics)
Surveys
Training devices
Unemployment
Unskilled Workers
Upgrading
Vocational Guidance
Work Sampling

17b. Identifiers/Open-Ended Terms

Travel and Tourism
Internal Labor Market

17c. COSATI Field/Group 5A, 5C, 5I

18. Availability Statement	19. Security Class (This Report)	21. No. of Pages
Distribution is unlimited. Available from National Technical Information Service, Springfield, Va. 22151.	UNCLASSIFIED	
	20. Security Class (This Page) UNCLASSIFIED	22. Price

16. Abstracts (cont.)

design and job development. This is done by developing a ranking system for such occupational characteristics as entry level pay, employer size, internal labor market promotability, firm job search methods and entry level requirements. There is extensive use of tables and appendices to illustrate the analysis. Most of the study can be extrapolated to use outside West Virginia.

TABLE OF CONTENTS

Topic	Page
INTRODUCTION	
CETA Planning Process	8
Basis of the Employment Training Problem	10
The Study's Labor Market Area	11
The Travel and Tourism Industry	11
Defining the Labor Market Area	12
Harrison County Labor Market Area	13
PART ONE: SUPPLY OF LABOR	
Labor Markets -- The Crux of the Human Resource Problem	17
The Manpower Planner's Stock in Trade	18
Time -- A Key Consideration	19
Where to Find the Information	19
Where to Begin	20
Potential New Workers	22
The Labor Force Stock	22
PART TWO: THE TRAVEL AND TOURISM EMPLOYER	
The Ideal Situation	37
Bridging the Information Gap	38
The Industry Overview	40
Organizing the Basic Data	43
The Internal Labor Market	44
Putting Values Up Front - A Mechanistic Weighting System	49
Ranking Occupations	51
Job Development and Placement	52
Labor Market Planning	52
Questions and Answers on Training for Industry Employment	53

LIST OF ILLUSTRATIONS

Illustration	Title	Page
1	Commuting Patterns	16
2	Major Stocks and Flows of Persons in the Labor Market	21

LIST OF TABLES

Table	Title	Page
1	Travel and Tourism Industries	12
2	Labor Market Counties	14
3	Key Variables	17
4	Typical Target Groups of Employment and Training Programs	18
5	Sources of Information	20
6	Population - Historical, Present, Projected	24
7	County and Municipal Populations 1970-1975	25
8	Harrison County Population Breakdown	26
9	Harrison County Labor Force by Race and Sex 1975	27
10	Harrison County Household	28
11	Households by Number of Individuals	28
12	Personal Income for Region VI by Major Sources	29
13	AFDC	30
14	AFDC - Unemployed Fathers	31
15	Food Stamp - Public Assistance Cases	32
16	Persons Receiving Federally Administered Payments	33
17	Dropout Data for 1976-1977	34
18	Projection of School Enrollment 1975-1985	35
19	Enrollments in Vocational Education	36
20	Travel and Tourism Industry	39
21	Number of Establishments by Employee-Size Class	41
22	Employment in Harrison County and the Travel and Tourism Industry	42
23	Employment Change 1966-1976	43
24	Travel and Tourism Trends	43
25	The Hotel/Motel Industry	45
26	Mobility Clusters in the Hotel/Motel Industry	48

LIST OF APPENDICES

Appendix	Title	Page
A	The Questionnaire	57
B	Basic Data Matrices for Each Industry	62
C	The Weighting System	76
D	Ranking of All Travel and Tourism Related Occupations	78
E	Scarce Jobs: The Employer's Perception of Available Jobs by Industry	81
F	Table of Occupations by Recruitment Source, Growth and Scarcity	82
G	Occupation-Industry Matrix	84
H	Appropriate Type of CETA Training Based on Employer Entry Level Requirement	92

INTRODUCTION

CETA Planning Process

The purpose of this manual is to help human resource planners determine whether the Travel and Tourism Industry in their area is a viable alternative for alleviating unemployment. The information must be used in its proper context, in that it is only one of many possible alternatives to reducing unemployment and should be used in conjunction with other alternatives that are developed in the planning process.

The planning process for a private corporation and a public organization is basically the same. And in both, the private and public, the success of the organization depends on how well the planning process was carried out. There are basically two types of planning, strategic planning and tactical planning.

Strategic planning is long run in nature, dealing with the future. It is concerned with where the agency is now and where it wants to be three, four, five, or ten years from now. The broad goals and objectives of the organization are established in strategic planning. Some noted management authors see strategic planning as being goal directed in that the major goals of the organization are established here and all other planning tries to assure the accomplishment of those goals. Strategic planning looks at where the planning entity is now and compares it to where they would like to be. In strategic planning, questions like, "What are our strengths", "What are our weaknesses", "Where do we want to go", and "What's the most effective way to get there", are asked. In the strategic planning process, the agency's goals and the general path to their accomplishment are established.

Tactical planning, better known as day-to-day planning, supports the goals developed in the strategic planning process. Tactical planning insures that the day to day operations are in support of the agency's long range goals. Tactical planning will provide the feedback necessary to determine how realistic the strategic planning goals are and will provide a constant flow of information for future planning.

As mentioned earlier, the success of any organization, public or private, depends on how well the organization plans. Both strategic and tactical planning are critical for a successful organization.

The manual presented here is a guide on "how to" develop information to support the two planning processes. Specifically, it helps the planner develop information for the strategic planning process in that it demonstrates how the planner can develop the necessary information to see whether the Travel and Tourism Industry is a viable alternative and how to compare that alternative with others. It is also a manual for the tactical planners in that it demonstrates how program operators, planners and job developers can develop information for their labor market on what industries and occupations hold the most promise for CETA participants gaining unsubsidized employment.

Garth Mangum's view on what the CETA planning process entails is presented in Garth Mangum and David Snedeker's "Manpower Planning for Local Labor Markets". The planning process is viewed as a set of sequential steps:

Step 1 Establishing Human Resource Policy Goals

Step 2 Identifying Barriers

Step 3 Examining Alternatives

Step 4 Setting Objectives

Step 5 Designing and Implementing a Program

Step 6 Monitoring and Evaluation

Step 7 Feedback and Modification

Ultimately the manpower planner is faced with making decisions about which alternatives (Step 3) can best solve their problems (Step 1) and overcome their barriers (Step 2). This manual is designed to provide information concerning Travel and Tourism as one of many possible alternatives to help CETA planners solve their problems and overcome the barriers that they face in their own local labor markets.

From Mangum's point of view, planning requires the development of alternatives to solving the problems faced by manpower planners. Generally, the problem planners face is finding jobs for the unemployed. The number one barrier this manual tries to overcome is to help planners develop information from which to set up alternatives. Local planners, especially those not in Standard Metropolitan Statistical Areas, face a severe lack of information concerning the socio-economic conditions of their labor markets. This monograph is designed to guide planners in the "how to's" of developing information and structuring alternatives.

The Travel and Tourism Industry is being presented here as one of many possible alternatives to reducing unemployment in the planner's labor market. But a mechanism for developing that information and structuring alternatives is also being presented in the hope that local planners will now have a guide from which to make their planning process more effective and efficient.

Types of Alternatives

The alternatives that are developed by the manpower planner are aimed at gaining employment for those unemployed now and those expected to be unemployed in the future. The unemployed in any labor market are unemployed for various reasons. Alternatives that are designed to alleviate unemployment can be classified, according to Garth Mangum, in four different broad categories:

"1) Those which improve the basic employability of individual clients,

2) Those which remove institutional or systematic obstacles which impede access to available jobs,

3) Those which create new jobs for specific groups of target clients,

4) Those whose primary thrust is to transfer payments to target populations, although the approach might include some work activity short of a recognizable job"

The four categories of alternatives to alleviating unemployment Mangum presents are broad based and many subalternatives or programs could fall within each category. This manual is primarily concerned with the first three categories. The manual is to serve as a guide to: determining what employment handicaps exist on the supply side of the labor market (information for alternative number 1); to determine a means of reducing frictional (search) unemployment by developing information on the internal labor market of the Industry (information for alternative number 2); and which industries and occupations are expected to increase in the future and what skills CETA participants will need to be considered for the future openings (information for alternative 3).

Basis of the Employment and Training Problem

It's important to understand the term "labor market" because it is in the labor market that the manpower problem begins and it is where the eventual solutions will lie. A labor market is a distinct geographical area within which labor (a commodity) is bought (demand) and sold (supply). The problem manpower planners face is that demand for labor in their particular market is not precisely matched with the supply of labor. This misalignment of the two forces, demand and supply, may occur for various reasons. The three most common reasons labor market economists point out are:

1) Insufficient Aggregate Demand Unemployment: the cyclical unemployment associated with the ups and downs of the economy as a whole with side effects in the local economy. This is a medium length disturbance.

2) Structural Deficiencies or Structural Unemployment: the long run mismatching of demand and supply due to technological displacement, changing consumer tastes, locational shifts in production and demographic changes.

3) Frictional or Search Unemployment: the normal unemployment associated with matching available jobs with qualified applicants.

The planner when developing alternatives must keep in mind the specific problems the alternative is designed to end.

In most labor markets a combination of all three reasons for individuals being unemployed exists. Alternatives designed to create jobs to minimize the effect of insufficient demand are of usually two types: economic development and public service employment (the government being the employer of last resort). The Marketing Department of West Virginia University is presently conducting a study on the economic development of the Travel and Tourism Industry. The study demonstrates the means by which local development officials can stimulate the industry in their area. Public Service Employment (PSE) Programs are out of the scope of this manual. Travel and Tourism is basically a private industry and PSE programs deal with public or private non-profit agencies.

This manual specifically deals with structural and search unemployment. It provides a mechanism from which the nature of the structural deficiencies can be determined and eliminated both now and in the future. And through the study of the internal labor market (recruitment patterns, promotions, entry ports and entry level requirements) of the Travel and Tourism Industry, the search for jobs can be made more efficient.

The terms supply and demand have been used rather freely and for a good understanding of the labor market concept some discussion is necessary.

For the impossible dream of the human resource planner (all individuals who are seeking work become employed), what would have to happen? The two distinct forces that control the labor market would have to be matched. The demand for labor that the local firms need would have to be exactly what the supply side had to offer both in number and skill. When looking at Mangum's categories of planning alternatives (of which the first two deal with deficiencies on the supply side, the third deals with deficiencies on the demand side and fourth leaves the market arena all together) and the reasons for unemployment, it can be easily seen that the total alignment of the two forces is not an easy task if not an impossible task. It is up to the planner to develop alternatives that will assist in the alignment of these two forces that are at work in all labor markets.

The Study's Labor Market Area

The geographic area this manual was developed from was Harrison County, West Virginia and the surrounding counties which comprised its labor market area. The labor market area is more fully described in the chapter on supply, but a short synopsis is needed. Harrison County, West Virginia, is both urban and rural in nature and is considered to be a "typical" county in the United States. Harrison County in and of itself doesn't comprise a major SMSA either by state or national statistics. Subsequently, much of the information needed to determine whether the Travel and Tourism Industry is a viable alternative for employing unemployed was not available. This nonavailability of information broadened the purpose of the manual to include the "how to" find alternative information sources.

Projections for Harrison County in 1978 showed the population to be around 74,000 of which 35% was located in the principal city of the county, Clarksburg. Fifty-three percent of the county resides in municipal areas while 47% resides in rural areas.

The Travel and Tourism Industry

The problem faced by the planner is alleviating unemployment among the unemployed. The planner needs to know what industries have openings now and what industries are expected to grow in the future. Jobs are created by the expenditures of money to purchase goods and service. The number of jobs at any one time in any given industry is a function of spending. The Travel and Tourism Industry was chosen because trends in spending have been increasing at a rapid rate. A study conducted at West Virginia University produced the following statistics on sales: "Travel industry sales increased by 10.5% in 1977 in West Virginia. The 10.5% increase in 1977 comes on top of the 19% record increase in travel sales in 1976. The state's (West Virginia) travel industry not only sustained its record Bicentennial year growth, but built on that base for a two year increase of 30%.

Real growth in West Virginia's travel industry sales exceeded the real growth of both GNP and gross state product over the two year period of 1976-1977. Without inflation, real growth in travel industry sales over that two year period was 17%, while GNP was 12%, and the gross state product increased 5% in real terms over that period." With the trend in sales in the Travel and Tourism Industry expected to increase in West Virginia and all states in the United States, jobs are also expected to increase proportionately.

Accompanying the industries listed in Table 1 are two or three digit numbers. These numbers and the system of classifying industries are part of the Standard Industrial Classification Code (SIC). The code is the government's means of classifying and describing employment establishments by the type of industrial activity in which they are engaged. It is important for planners

to know how to use the SIC code. The government produces various industrial information under varying descriptive titles of the industry. The SIC code reduces the chance of error of not using the same industrial statistics.

TABLE 1

TRAVEL AND TOURISM INDUSTRIES

Industry	SIC Code[1]
General Contract Construction	SIC 15
Grocery Store	SIC 541
Gasoline Service Station	SIC 554
Real Estate	SIC 65
Eating and Drinking Places	SIC 58
Auto Dealer	SIC 551
Hotel & Motel	SIC 70
Local Passenger Transit	SIC 41

Source: U.S. Travel Data Center

Defining the Labor Market Area

As mentioned in the beginning of the section, the definition of a labor market is a distinct geographic area. Before any analysis of the supply of labor begins, that geographic area must be clearly defined. Costs, knowledge, psychological impact, opportunity and transportation all have an effect on what geographic area the employment and training planner should include as the labor market area. Most planners assume the geographic area of the agency for which they work is also their labor market area. Most agencies serve a certain geographic area (which is usually based around political subdivisions) but that area may not be the only area that has an effect on the local supply of labor or demand for labor. Most markets for labor do not recognize political subdivisions.

To define the labor market in which the agency is located the following may serve as a guide:

1) The agency may be located in an already clearly defined labor market area. The U.S. Bureau of Census has been measuring areas since 1910 which can be said to be approximate labor markets. The titles given to

[1]The Office of Federal Statistical Policy and Standards, Department of Commerce. The industry SIC titles shown in Table 1 are the short SIC titles. Complete descriptions are contained in the 1972 SIC Manual.

these areas have varied from "Metropolitan Districts to Standard Metropolitan Statistical Area (SMSA)". SMSA is the classification used today. "The definition of SMSA involves two considerations: first, a city (or cities) of specified population (50,000) to constitute the central city and to define the county in which it is located as the central county; second, economic and social relationships with contiguous counties which are metropolitan in character, so that the boundaries of the specific metropolitan area may be determined." If the planner's geographical area is in an SMSA the search for the information needed to study the supply of labor in the SMSA is easy to obtain.

2) If the planner's geographical area is not located within an SMSA, then a labor market area needs to be created. The following two ways create a distinct geographical area.
   A) From the definition of SMSA it can be seen that a city of 50,000 or more must be present. Since the planner's agency is not located in a SMSA it can be assumed that a city of 50,000 or more is not in the agency's geographical area. The planner needs to find a central focal point in the area. The focal point should be the largest city in the area. Transportation and transportation costs are important determinants of a worker's labor market area. A commuting time of 45 minutes to one hour from the city chosen as a central point is one means of determining the labor market area. The commuting time is arbitrary but it is assumed that any time over one hour to and from work would keep the worker from taking a job even if the opening existed. This time could change given the state of the economy (i.e. availability of jobs, unemployment rate, price of gas, etc.)
   B) The labor market area may also be distinguished by obtaining the U.S. Bureau of the Census commuting patterns of the counties in the state or other states if they are close to the area. The actual number of residents of the planner's area who leave the area for employment purposes and those non-residents going out or the number of non-residents coming in is above a certain percentage of the total county labor force that county could be assumed to be part of the planner's labor market area. The U.S. Bureau of the Census attaches a secondary county to an SMSA if 15% of the workers living in the county work in the central county or 25% of those working in the county live in the county containing the central city. The planner could use those percentages as a rule of thumb for what counties should be included in the labor market area.

A labor market area was created for this study.

Harrison County Labor Market Area

The geographic area this labor market analysis will encompass is Harrison County and the surrounding counties which comprise its labor market area. Harrison County is both urban and rural in nature and considered to be a "typical" West Virginia county. Harrison County in and of itself doesn't comprise a major Standard Metropolitan Statistical Area (SMSA) either by state or national statistics. SMSA's are usually comprised of cities, counties or areas having a population of 100,000 or more. Projections of Harrison County in 1978 show the population to be around 74,000 of which 35% is located in Clarksburg, the major metropolitan area in the county. Fifty-three percent of the county residents reside in municipal areas.

While this study will focus primarily on the Clarksburg/Harrison County area, the study will also look at the labor market area in which Harrison County resides. Harrison County, because it is not an SMSA, is considered to be a small rural labor market area according to the Department of Employment Security. For the purpose of this study, a labor market area had to be created around two factors: the commuting patterns into and out of Harrison County, and an allotted commuting time of forty-five minutes in to or out of Clarksburg. Illustration 1 demonstrates the commuting patterns based on the 1970 Census. Out of the 21,094 persons working in Harrison County, eleven percent were non-county residents and six percent of Harrison County working residents left the county for employment purposes.

The city of Clarksburg and Harrison County are the focal points of this study. However, seven counties were also analyzed where appropriate.

TABLE 2

LABOR MARKET COUNTIES

County	1980 Estimated Population	Percent of Area Total Population
Doddridge	6,262	1.9%
Harrison	85,249	26.0%
Marion	70,018	21.2%
Monongalia	82,276	25.0%
Taylor	15,948	4.8%
Barbour	19,843	6.0%
Lewis	19,531	5.9%
Upshur	29,923	9.0%

Source: Region VI Planning and Development Council, "How Many More"
Region VII Planning and Development Council, "Overall Economic Development Plan"

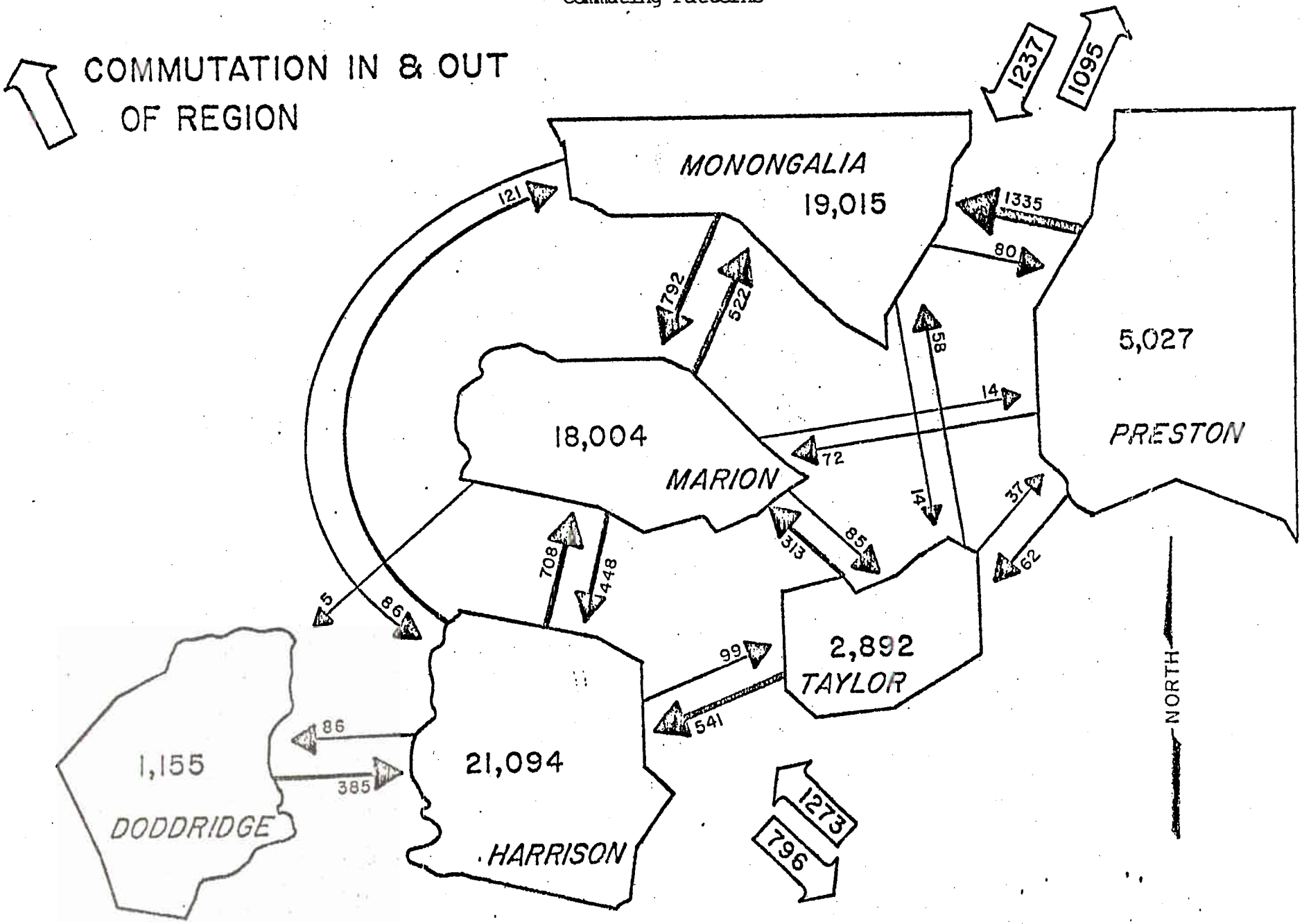
The reason for creating a labor market area is that industrial development on a large scale in any one county could change the employment outlook in Harrison County. For example, a Region VII survey of coal companies in that region found that 1,500 additional miners will be hired in Barbour and Upshur counties alone by 1980. While county residents in Upshur and Barbour will probably absorb a lot of the jobs, one would have to assume the commuting patterns will change to meet the number of jobs not absorbed by county residents. It is because of this potential for change that the other seven counties in the created labor market will be analyzed where appropriate. Harrison County will be analyzed in as much depth as the statistics will allow.

For information concerning how the tables in the text were developed, interested readers will have to refer to the original sources. Statistics used in the study are analyzed for content; the quality of the statistics is not critiqued. Because the Census is now nine years old, it was used in only those instances where more current information was not available.

The information obtained about the Harrison County Labor Market Area (HCLMA) had to be obtained in a piecework fashion from various federal state agencies. Because of the number of different agencies used and a lack of uniformity among them, consistent statistics have been hard to obtain. Each agency sets up its own administrative districts. In each district, there may or may not be the same counties. Where the district information is broken down to the county level, it will be used. Unfortunately, some agencies do not provide separate county information. In some of these instances, it will be possible to break out the county totals. Where this can't be done, district totals will be shown.

ILLUSTRATION 1

Commuting Patterns



COMMUTING PATTERNS OF REGION VI RESIDENTS : 1970

PART ONE

SUPPLY OF LABOR

Labor Markets -- The Crux of the Human Resource Problem

This chapter deals with the supply of labor in the planners' labor market area. An analysis of the supply of labor delineates the supply of labor into numerous variables. The variables that the author has found useful to the analysis to the supply of labor are presented in Table 3.

TABLE 3

KEY VARIABLES

Characteristic	Characteristic
Age Distribution	Income
Birth	Industry
Blacks	Mailing List (partial)
Business Statistics and Digest	Males
Children	Manufactures
Civilian Labor Force	Mentally Retarded
Coal Mining and Miners	Migrants
Commerce	Offenders
Commuting	Population
Earnings	Poverty
Economically Disadvantaged	Projections
Education	Projects
Elderly	Reference Guides
Employment	Seasonal Workers
Farm Workers	Spanish Descent
Females	Unemployed, Underemployed
Government Employment	Unemployment Insurance, Federal Supplemental Benefits, Supplemental Unemployment Assistance
Handicapped	Veterans
Head of Household	Vocational Rehabilitation
Hourly Wage	Welfare
Housing	

Analysis of variables presented in Table 3 will help the planner determine how well aligned the supply and demand for labor is in their particular market. The variables will help the manpower planner determine who the unemployed are and what barriers they face in gaining unsubsidized employment.

It is important to remember that all planners are faced with budgetary constraints. These constraints don't allow all those who are in need of manpower services to receive those services. By breaking down the supply of labor into selected characteristics, planners can increase the probability of serving those who are most in need. Some of the variables listed in Table 3 are not discussed in this monograph because they did not pertain directly to the analysis of the supply of labor for the Travel and Tourism Industry.

The Manpower Planner's Stock in Trade

Each variable listed in Table 3 requires ten planner to search out the needed information. Most of the variables couldn't be developed by the planners themselves, even if they had the expertise, due to time and money constraints. The successful search for information is what makes for analysis of the supply of labor.

Once the variables that are going to be analyzed are determined, the planner needs to find out who or what agency produces statistics around those variables. Ideally the planner would want information that lists all those who are unemployed, their address, the barriers they face in receiving employment (lack of skill, transportation, day care, etc.), their present skills and the skills they most desire to obtain. It is obvious that information of this type is non-existent and will never be obtainable. The most the planner can hope to achieve is a breakdown of the unemployed or underemployed by broad target groups. A partial list of the target groups manpower planners most commonly deal with is presented in Table 4.

TABLE 4

TYPICAL TARGET GROUPS OF EMPLOYMENT AND TRAINING PROGRAMS

1) Unemployed
2) Underemployed
3) Offenders
4) Heads of Household (male/female)
5) Handicapped
6) Veterans
7) Youths
8) High School Dropouts
9) Economically Disadvantaged
10) Welfare Recipients
11) Unemployment Insurance Recipients

Usually an analysis of the supply of labor, as mentioned further in the chapter, deals with those who are employed and unemployed. The key question is: given budgetary constraints of those who are unemployed, who or what target groups are in most need of services?

The search for information to analyze the supply and demand variables will lead the planner through a maze of local, state and federal offices. The planner will be switched from one departmental office to another and in each office the planner will hear, "We do produce those statistics, but I'm not quite sure who around here has the information". The planner cannot be discouraged by mid-level bureaucrats saying, "We don't have information of that type" or "Will you

please hold while I switch you to another office who may know how you can obtain the information you are requesting". To obtain some information, it may take ten telephone calls to different offices in the same department. The information is there. The planner needs to be patient, persistent and have a good knowledge of the Public Information Act.

Time -- A Key Consideration

Before the planner calls the various agencies to obtain the needed information, it is important to keep in mind for what time period the information is being requested. There are obviously three time frames for which the information can be requested: the past, the present and projections of the future. The planner needs to obtain the information for all three time frames. Longitudinal studies (trend analysis) can be conducted so changes in any one variable can be determined. For example, by obtaining information on the past, present and projected level of black female unemployment, it can be determined how that variable is faring and projected to fare. In 1960 unemployment may have been 9%, in 1970 11% in 1975 15% and 1985 may be projected to reach 20%. Statistics of this nature signal to the planner that black females are in desperate need of employment and training services.

Where to Find the Information

Table 5 shows the supply variables listed in Table 4 and where information pertaining to each variable may be found. The Census provides information on most of these variables. The problem with the Census is that the information is produced every ten years and after four or five years the information becomes outdated. Regional planning councils, county planners and city planners are also valuable sources of information. These groups usually produce statistics around most of the variables listed in Table 3. Agencies of this nature should be contacted first and what information is not available from them is where the search through the government bureaucracy should begin.

TABLE 5

SOURCES OF INFORMATION

Variable	Source
1. Unemployed 2. Underemployed	1. State or Local Department of Employment Security
3. Offenders	2. State Department of Justice or Correction
4. Heads of Household	3. U.S. Census
5. Handicapped	4. State Department of Vocational Rehabilitation, State Department of Employment Security
6. Veterans	5. U.S. Department of Labor, Bureau of Veteran Affairs, State Department of Employment Security
7. Youths 8. High School Dropouts	6. State Department of Education
9. Economically Disadvantaged 10. Welfare Recipients 11. Unemployment Insurance Recipients	7. U.S. Census State Department of Welfare, Social Security Administration, State Department of Employment Security

Where to Begin

Once the geographic area is determined the planner then must start analyzing that geographic area in terms of the supply and demand for labor. Manpower planners are basically concerned with employing the unemployed. The planner is not or should not limit plans to those presently unemployed but should also try to anticipate means of helping those who will be unemployed in the future. The analysis of the supply of labor must also provide information that will help the planner not only decide who should be served, given a limited budget, but what type of service may be needed. Since the supply of labor is drawn from the general population, logically an analysis of the supply of labor would have to start by analyzing the population first.

To help planners understand the structure of the labor market schematic models are used. One of the most common models used to demonstrate the structure of the labor market is a stocks and flow model. Mangum describes the model as such: "A stocks and flow model is an abstraction of reality that attempts to analyze the population for manpower planning purposes." A stock is simply an identifiable condition at the beginning or end of a time period. A flow is simply the movement of persons in one stock to another over a given time period. The model divides the entire population into five major stocks. Each stock can be analyzed to determine the characteristics of the population who fall within that stock. The analysis also tries to anticipate changes over time in any one stock. The five major stocks the population can be broken down into for manpower planning purposes are:

1) Population from birth to 16 years of age

2) Potential new workers

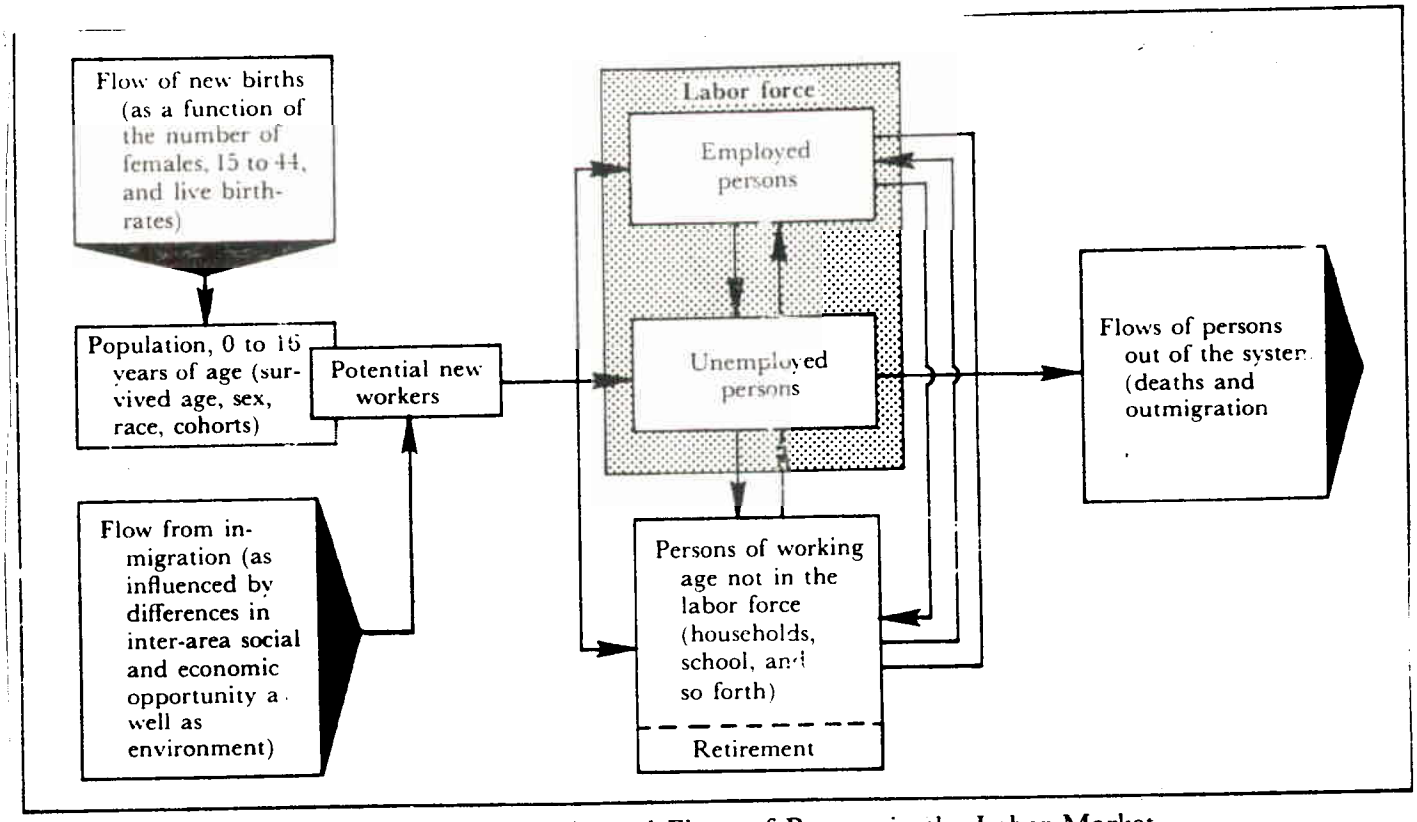
3) Employed persons

4) Unemployed persons

5) Persons of working age not in the labor force

Illustration 2 is a schematic diagram of the five major stocks and how the population can move (flows) from one stock to another in the labor market.

ILLUSTRATION 2



Major Stocks and Flows of Persons in the Labor Market

Source: Garth Magnum and David Snedeker's Manpower Planning for Local Labor Markets

The model attempts to determine the number and characteristics of those who are in the labor force now and tries to determine who will be entering and leaving the labor force for any given time period. The model shows that the labor force is comprised of those employed and unemployed. The numbers in the labor force constantly change due to death or out migration. The model also demonstrates that changes can occur in the employment status of the labor force. The number and characteristics of the employed and unemployed can also change.

Employment and training programs attempt to decrease the number in the unemployed stock by increasing the number in the employed stock. They also try to allow for a smooth transition for those not in the labor force but wishing to

enter the labor force. The planner also needs to predict any changes in a non labor force stock that will either increase or decrease the number of those employed or unemployed. For example, in the late 50's and 60's, the stock of persons of working age but not working was heavily comprised of females and youths. With the change in social attitudes toward work, females and youths poured into the labor force. This caused major increases in both labor force stocks with the greatest change occuring in the unemployed stock.

The planner's major concern is with 1) those persons presently in the unemployed stock and alternatives for assisting in the flow out of that stock into the employment stock, and 2) any movement (flow) into the unemployment stock from any other stock.

Potential New Workers

This category is comprised both of those between 0 - 16 years of age who reach employment age and choose to enter the labor force and those who enter the labor force who migrated into the labor market area. Population statistics by age can be obtained from the U.S. Bureau of the Census. The statistics on the population can also be obtained by sex and race. The planner attempts to determine the number of new entrants annually into the labor force. Those who reach the age of 17 become possible new workers. There are three stocks that they could conceivably enter: 1) those employed 2) those unemployed and 3) those of working age who don't enter the labor force. Those who enter the employed stock are of little concern to the manpower planner. Those who enter the unemployed stock are potential candidates for manpower programs. The planner needs to know the characteristics of those individuals and the barriers they face to moving into the employed stock. The number of individuals annually leaving the public school system is available from the planner's county school board or State Department of Education. The information is available by sex and race and the status of those leaving the system. The annual number of high school dropouts and graduates is also available. Trends can be developed to determine if the rate of dropouts is increasing. If the rate is increasing annually and those without a high school diploma face high unemployment rates, alternatives may need to be developed to assist the youth in graduating from the school system. Information of this nature may point out the need for manpower support services such as GED preparation and classes in basic educational skills. The State Department of Education can provide statistics annually on those who leave the public school system by sex, age and race and the reason for leaving the system (e.g. for employment, enter the military and left area). Population projections and projections from the school system can tell the planner the expected number of annual entrants into the labor force.

Entrants from in migration and changes in social and economic conditions are less easily determined. In migration of workers can be determined by the Census and yearly changes could be projected with subsequent changes in the appropriate stock. Changes in the social and economic conditions of the area often aren't anticipated, but when the change occurs (i.e. females and youth into the labor force) the change and subsequent changes could be determined.

The Labor Force Stock

The labor force is comprised of the employed and unemployed and those in the military. The two major stocks in the labor force are the employed and the unemployed. The employed can be broken down by sex, race and age and their present occuaption (by broad categories). The total number in the stock in the labor market area is available monthly from the planner's local or state Department

of Employment Security. The demographic characteristics of the employed can be obtained from the Census or the Employment Service.

The unemployed and their characteristics are also available from the Department of Employment Security. Information dealing with the number receiving unemployment insurance monthly is available, and is a good indicator of the number of of unemployed for their area offices. The reports also contain the number of employed by industry, the estimated population, labor force participation rates and the unemployment rate. The unemployed, unless for short duration, typically are classified among the economically disadvantaged. For employment and training planners' purposes an analysis of the supply of labor needs to delineate the economically disadvantaged into variables in order to determine who is most in need of manpower services. Monthly statistics are available from the planner's State Department of Welfare on those receiving transfer payments. The statistics are broken down by those receiving Aid to Families with Dependent Children (AFDC), AFDC with unemployed fathers (AFDC-U) and those receiving food stamps. Statistics are available for the number of households in the county by income level. This will also help the planner determine the number of those considered economically disadvantaged.

The skills of the unemployed stock of the labor force can also be determined by contacting the State Department of Employment Security. The age, sex and race of the unemployed are listed by the skill of the last occupation they held. This report is invaluable for designing programs to eliminate search unemployment. The skills of those being trained by the vocational education schools can be obtained yearly. Total enrollments are broken down into sex, age and the type of skill training. Most prime sponsors break enrollments down by program (i.e. Title II B, PSE). The CETA subcontractors, vocational education schools and colleges put skilled workers into the labor force annually. To avoid duplication of effort and to determine whether the present skills needed in Travel and Tourism are already available, these sources should be contacted.

The stocks and flow model is a good example of labor market composition. The following sections on supply briefly demonstrate the type of information available and its use.

As mentioned earlier, the general population is the source of the supply of labor. Once the specific geographic boundaries are defined, the analysis starts with a breakdown of the population. Table 6 shows past, present and projected total population for Harrison County and seven counties that comprise the labor market area. Positive or negative changes through the periods could signify the need for manpower resource allocation. Table 7 demonstrates, of the total population in 1970 and 1975, in what areas of the labor market the population is located. The major cities and their population are defined with any change between the two periods being noted. Any significant change between periods (a decrease could signify a need for manpower dollars or an increase could cause an investigation into the reason for the growth) will cause a significant change in one or more of the stocks. Table 7 also shows that 52% of the population lives in urban areas while 48% live in rural areas. Where the population lives may indicate the type of service that is needed (i.e. transportation). Trends of change in major population centers may alert planners to possible manpower problems and opportunities.

TABLE 6

Population - Historical, Present, Projected 60, 70, 75, 80, 85, 90

Source: Region VI PDC "How Many More"
Region VII PDC "Economic Development Plan"

County	60	70	% Δ 60-70	75	80	85	90	% Δ 70-90
Harrison	77,355	73,026	-6.2	75,819	79,103	82,404	85,249	17%
Lewis	19,711	17,847	-9.5	18,184	18,638	19,119	19,531	9.4%
Barbour	15,474	14,030	-9.1	14,905	16,788	18,737	19,843	41%
Doddridge	6,970	6,399	-8.3	6,390	6,376	6,329	6,262	-2%
Marion	63,717	61,356	-3.7	63,602	66,055	68,257	70,018	14%
Monongalia	65,417	63,714	14.6	68,657	73,927	78,525	82,276	29%
Taylor	14,010	12,670	-7.5	14,316	14,846	15,414	15,948	15%
Upshur	19,092	19,932	4.4	20,864	24,413	26,963	29,923	50%
Total	282,746	268,974	-4.8		300,146		329,050	9.6%

TABLE 7

COUNTY AND MUNICIPAL POPULATIONS 1970-1975

	1970	1975	% of 1975 Total
Harrison County	73,028	75,103	100.00%
Anmore	944	740	.01%
Bridgeport	4,777	5,251	6.90%
Clarksburg	24,864	23,152	30.80%
Lost Creek	571	677	.01%
Lumberport	957	1,056	1.40%
Nutterfort	2,379	2,192	2.90%
Salem	2,579	2,438	3.20%
Shinnston	2,576	2,935	3.90%
Stonewood	1,950	1,924	2.50%
West Millford	356	564	.07%
% Urban			51.60%
% Rural			48.40%

Source: Region VI - Housing Development Plan 1977-78

The general population is also broken down into age, sex and race. Table 8 shows the breakdown of the population into age cohorts in the past, present and projected into the future. The last two columns represent any change between the time periods. Any changes must be investigated by the planner. Decreases in the prime labor force, 20 - 49, could signal that employment opportunities in the area aren't available and that cohort must leave the area to find work. Statistics further on in this study demonstrate that the unemployment level and the unemployment of each age cohort can also be analyzed. If certain age cohorts seem to be facing disproportionately high unemployment levels, the planner may choose to allocate resources to alleviate those high levels.

The population can also be broken down by sex and race. The sex and race composition of the population is usually determined first to determine the total numbers, and then the Labor Force Participation Rate (LFPR), the employment level and the unemployment level are determined. By determining how many unemployed black males there are in the labor market area and comparing them to white males or any other group, the planner can determine if one group is more in need of manpower service than another. By breaking the population down by age, sex and race and then by further delineating those variables by their LFPR, their employment level and their unemployment levels, the planner can make more rational resource allocation decisions. This information is not only valuable in determining who to serve, but the type of service needed can also be delineated. Table 9 demonstrates Harrison County's total population, and the population broken down by sex and race. Table 9 also disaggregates the sex and race variables into LFPR, employment levels and unemployment levels. This information can be found for all three frames. Trends can be developed to show monthly or yearly changes. Once again any change may be an indicator of the need for a manpower service. Not shown but readily available are the Civilian Labor Force (CLF), the level of employment and unemployment, and the unemployment rate monthly and yearly. Any patterns of seasonal changes in employment levels can be determined. If a con-

TABLE 8

Harrison County Population Breakdown

Source: Region VI Planning and Development Council "How Many More", Denvey Building, Fairmont, West Virginia

	1960	1970	1975	1980	1985	1990	% Δ 70-80	80-90
Population	77,856	73,028	75,819	79,103	82,404	85,249	8.3	7.8
0 - 4	7,479	5,332	6,393	7,237	7,586	7,410	35.7	2.4
5 - 19	20,905	19,578	18,305	17,721	18,438	20,627	-9.5	16.4
20 - 34	12,873	12,523	15,262	18,002	19,305	18,043	43.8	.2
35 - 49	15,798	12,867	11,548	10,923	12,168	14,833	-15.2	35.8
50 - 64	11,932	13,193	13,571	13,163	11,777	10,576	-.2	-19.6
65+	8,869	9,535	10,739	12,058	13,130	13,756	26.5	14.1

TABLE 9

Harrison County Labor Force by Race and Sex 1975

Manpower Profiles - For Affirmative Action Programs
L.E.R. Series 113 Dept. of E.S.

	Both Sexes				Female		
	Total	White	Black		Total	White	Black
1970 Population							
Total	73,028	71,855	1,089		38,178	37,555	577
Percent Distribution	100	98.39	1.49		100	98.37	1.51
1970 Population 16 Years Old +							
Total	52,600	51,862	712		28,141	27,719	406
Percent Distribution	100	98.6	1.35		100	98.50	1.44
1970 L.F. Participation Rate	49.1	49	57.2		30.3	30.1	43.8
1975 L.R. Participation Rate	56.8	56.7	66.0		35.1	34.9	51.7
1975 C.L.F.							
Total	29,880	29,400	470		9,880	9,670	210
Employment	27,520	27,080	430		9,010	8,820	190
% Distribution	100	98.39	1.57		100	97.90	2.10
Unemployed	2,360	2,320			870	850	
% Distribution	100	98.30			100	98.03	
Unemployment Rate	7.9	7.9			8.8	8.8	

sistently higher level of unemployment occurs in the winter months, the planner will need to find employment alternatives during the seasonal months.

The population can further be examined by household, type of income, transfer payments, education levels, and economically disadvantaged. These statistics not only tell what groups are in need of service, but also the type of service needed. Table 10 shows the total number of households in Harrison County and their size.

TABLE 10

Harrison County - Household

Based on United States Census. In 1970, 18.8% of the households had an income less than the poverty level.

	1970	1990
Total Population	73,028	85,249
Household Population	71,706	83,706
Elderly Headed Household 1 or 2 Persons	6,358	8,334
Family Household	17,932	21,498
1 or 2 Persons	5,831	7,309
3 or 4 Persons	8,031	9,889
5+ Persons	4,070	4,300
Total Household	24,290	29,832
Average Persons Per	2.95	2.81

Table 11 shows the income level of each household in the county.

TABLE 11

Harrison County - Households by Number of Individuals in the Household and Income of the Household

	Elderly		Non-Elderly			All	
Income Level	1	2	1-2	3-4	5+	Households	%
0 - 2,999	2,142	1,274	1,153	783	296	5,648	23.00%
3,000 - 4,999	385	983	769	949	444	3,530	4.50%
5,000 - 7,499	141	652	1,275	1,691	879	4,638	19.00%
7,500 - 9,999	83	303	1,135	1,897	1,000	4,418	18.00%
10,000 - 14,999	20	203	1,081	1,947	1,000	4,521	18.60%
15,000+	46	126	418	764	452	1,806	7.00%
Total	2,817	3,541	5,831	8,031	4,031	24,291	

Source: H.U.D. Special Tabulation of 1970 Census -- Taken from the Region VII Housing Plan.

TABLE 12

PERSONAL INCOME (IN 1972 DOLLARS) FOR REGION VI BY MAJOR SOURCES: 1950-1974[3]
(Thousands of Dollars)

	1950[1]	1960[1,2]	1965	1970	1974	Percent Change 50-74	65-74	70-74
Total Personal Income	563,594	579,739	708,037	817,516	939,777	66.8	32.7	15.0
Total Wage & Salary Disbursement	394,998	385,089	477,044	549,279	599,584	51.8	25.7	8.3
Other Labor Income	14,155	24,858	35,482	40,474	49,744	251.4	40.2	22.9
Proprietor Income	61,723	52,599	51,074	52,252	52,854	-14.4	3.5	1.2
Farm	12,129	5,710	3,470	1,132	894	-92.6	-74.2	-21.0
Non-Farm	49,594	46,887	47,604	51,121	51,960	4.8	9.2	1.6
Dividends, Interest & Rent	59,280	64,010	86,218	90,405	101,099	70.5	17.3	11.8
Transfer Payments	41,430	65,636	76,246	111,743	172,649	316.7	126.4	54.5
Less: Personal Contributions for Social Insurance	7,992	12,527	16,699	28,592	37,669	371.3	125.6	31.7

1. From August, 1973 figures; other figures from 1976 reports

2. Estimated

3. Columns may not precisely add due to rounding errors.

SOURCE: Bureau of Economic Analysis; Regional Economic Information System

TABLE 13

A.F.D.C.--Cases and Average Payment Per Case

March 1976--February 1978

Source: West Virginia Department of Welfare

	March 76	August 76	December 76	January 77	March 77	August 77	December 77	February 78
Barbour	221--$176	235--$173	254--$172	254--$172	261--$198.13	259--$257	266--$205	276--$196
Doddridge	48--$165	40--$174	50--$182	53--$180	47--$187	55--$268	57--$192	53--$201
Harrison	761--$171	747--$178	732--$180	742--$180	755--$200	752--$251	797--$201	795--$202
Lewis	167--$150	160--$165	165--$170	173--$165	188--$183	178--$242	188--$180	189--$186
Marion	599--$176	585--$181	576--$188	577--$188	600--$203	608--$264	654--$207	698--$206
Monongalia	298--$167	307--$175	330--$176	328--$168	318--$193	320--$243	318--$204	332--$204
Taylor	194--$176	175--$176	178--$181	180--$175	187--$195	178--$260	195--$190	191--$197
Upshur Upshur	141--$148	134--$147	153--$162	153--$161	155--$189	161--$256	161--$187	162--$194
Statewide	30,901--$170	20,113--$173	20,318--$175	20,301--$173	20,585--$194	20,050--$252	21, 267--$195	21, 742--$197

TABLE 14

Aid to Families With Dependent Children--Unemployed Fathers

--Cases Assisted--Average Per Case
--March, 1976 - February, 1978
Source: West Virginia Department of Welfare

	March 76	August 76	December 76	January 77	March 77	August 77	December 77	February 78
Harrison	54-$233	14-$248	28-$379	49-$257	100-$300	3-$382	18-$394	60-369
Lewis	42-$203	20-$224	42-$245	45-$269	55-$236	20-$352	30-$252	44-$283
Barbour	69-$229	54-$226	65-$241	59-$281	77-$257	20-$430	39-$331	65-$267
Doddridge	5-$210	2-$254	3-$386	4-$252	10-$233	--NR*	--NR*	2-$250
Marion	105-$206	49-$263	60-$272	69-$291	97-$249	26-$401	55-$317	106-$263
Monongalia	40-$263	34-$303	40-$291	52-$278	79-$265	14-$353	19-$348	39-$245
Taylor	42-$218	36-$232	32-$264	32-$223	48-$242	15-$340	13-$263	18-$328
Upshur	27-$234	25-$223	27-$186	25-$229	36-$157	7-$358	12-$280	20-$303
State Total	1,848-$232	719-$246	705-$276	821-$272	1,236-$264	288-$367	668-$326	1,081-$324

TABLE 15
Total Cases
Food Stamp - Public Assistance Cases - Non Public Assistance Cases
April 76 - December 77

	1976				1977			
	January	April	August	December	January	April	August	December
Barbour		2,321 804- 1,517	813 242- 571	735 254- 481	753 251- 502	777 262- 515	644 208- 436	840 229- 611
Doddridge		319 52- 267	283 37- 246	313 46- 267	319 48- 271	345 46- 299	308 43- 265	317 50- 267
Harrison		1,983 650- 1,333	2,156 640- 1,516	1,981 628- 1,353	2,080 645- 1,435	2,315 698- 1,617	1,945 632- 1,313	2,246 667-1,579
Lewis		692 163- 529	637 139- 498	660 168- 492	710 174- 536	723 190- 533	650 174- 476½	
Marion		1,544 605- 939	2,174 555- 1,619	1,390 565- 825	1,433 587- 846	1,547 581- 966	1,406 565- 841	1,701 636-1,065
Monongalia		1,244 272- 972	1,628 285- 1,343	1,144 315- 829	1,128 317- 811	1,169 322- 847	1,010 273- 737	1,082 281- 801
Taylor		585 192- 393	596 184- 412	503 171- 332	526 165- 361	534 175- 359	458 145- 313	481 149- 332
Upshur		562 133- 429	600 139- 461	593 153- 440	606 153- 453	614 173- 441	551 155- 396	567 143- 424
W.Va. Totals		57,151 18,539-38,612	73,626 16,950-56,676	53,096 16,606-36,490	54,432 16,653-37,779	54,087 16,695-37,392	65,643 15,694-49,494	

TABLE 16

Persons Receiving Federally Administered Payments--June, 1977

Source: Supplemental Security Income--State and County Data--H.E.W.--Social Security Administration, Office of Research and Statistics.

		ADULT				CHILDREN		
	Total	Total	Aged	Blind	Disabled	Total	Blind	Disabled
Harrison	1,400	1,348	660	12	676	52	2	50
Lewis	662	648	352	6	290	14	0	14
Barbour	508	486	226	8	252	22	0	22
Doddridge	248	240	130	2	108	8	0	8
Marion	1,018	994	452	22	520	24	2	22
Monongalia	752	732	322	10	400	20	0	20
Taylor	384	370	188	4	178	14	0	14
Upshur	604	584	322	2	260	20	0	20
H.C.L.M.A.	5,576	5,402	2,652 49%	66 17%	2,684 50%	174	4	
	*Note--other data available on S.S.I.--units and demographic characteristics							
State	42,436	40,816	17,684	498	22,534	1,620	38	1,582

Information is also available on the sex of the head of head of household.

The population can further be delineated by the type of income received. This type of information helps to determine what proportion of total income is earned income versus transfer payment. Trends can be developed to determine whether a category is changing. If transfer payments are on the rise and wages and salaries are declining, the economic health of the area is also declining. Table 12 shows the income of the population by source. The table demonstrates that between 1965 - 1974 transfer payments increased by 126% while wage and salaries increased only by 65%. This indicates a decline in the health of the area. Manpower resources should be allocated to reduce the roles of those receiving transfer payments. Tables 13, 14, 15 and 16 show respectively the numbers of individuals receiving AFDC, AFDC-U, food stamps and SSI. The average amount of monthly payment and number receiving the assistance is presented. Any changes in the numbers receiving assistance over time can be determined. If any significant increases or decreases occur or appear to be occurring, resource decisions can be based on the change.

Education levels of the population can be broken out by sex, age, race and unemployment rate. This type of data may indicate the need to serve those without a high school diploma, or that special services in training programs (GED preparation, basic educational skills) may be needed. Table 17 demonstrates the number of individuals annually dropping out of the area's public educational institutions. High levels, or an increasing trend in dropouts, may indicate a need for supportive services for those who dropped out. Others may need a manpower service to prevent them from dropping out.

TABLE 17

Dropout Data for 1976-1977

County	Dropouts	Graduates	Dropouts and Graduates	% Dropouts
Barbour	78	191	269	22.00%
Doddridge	45	109	154	29.22%
Harrison	370	934	1,304	28.37%
Lewis	76	232	308	24.68%
Marion	267	780	1,047	25.50%
Monongalia	275	610	885	31.07%
Taylor	95	218	313	30.35%
Upshur	104	264	368	28.26%
Total	1,310	3,338	4,408	29.70%
WV State	9,117	24,719	33,836	26.94%

Source: WV State Department of Education

Table 18 indicates the number of school enrollments annually until 1985.

TABLE 18

Projection of School Enrollment 78-85 - 12th Grade

County	78-79	79-80	80-81	81-82	82-83	83-84	84-85
Barbour	220	230	229	213	207	192	207
Doddridge	115	99	117	110	102	96	100
Harrison	952	952	1048	997	945	913	882
Lewis	*	*	*	*	*	*	*
Marion	816	789	858	874	853	819	788
Monongalia	717	689	748	716	671	676	629
Taylor	*	*	*	*	*	*	*
Upshur	*	*	*	*	*	*	*

*Unavailable in first data set.

Source: Projections of School Enrollment by County (November, 1977) West Virginia State Board of Education, Charleston, West Virginia

Table 19 shows information on the area's vocational technical graduates available annually by type of training received. Information concerning the type of training the schools have the potential to offer is also available.

Manpower planners are concerned with those who enter the labor force. Graduating students from vocational schools enter the labor force with a particular skill. The question becomes will these students find employment in their field? Another major producer of skilled, semi-skilled and unskilled workers into the labor force are CETA prime sponsors and their subcontractors. Annually CETA trains approximately a thousand who will enter the labor force stock. The concern here is the same: will jobs be present or is training for low demand or high supply occupations? The chapters on demand suggest a means for human resource planning for viable occupations. When trainers are training for a specific occupation it is assumed that demand is great enough to employ program graduates. The next chapter suggests guidance for manpower planners in the choice of viable occupations. It was mentioned earlier that the Employment Service produces statistics on the last occupation held of the registered unemployed. If demand is high direct placement of those who already possess the skill must be attempted before training is warranted.

TABLE 19

ENROLLMENTS IN VOCATIONAL EDUCATION FY 75-76

Harrison County

CODE	TITLE	TOTAL ENROLLMENTS MALE	TOTAL ENROLLMENTS FEMALE	SECON -DARY	POST SECOND	* * * A D U L T * * * PREPAR -ATORY	SUPPLE MENTAL	APPREN -TICE	COOPER -ATIVE	COMPLETIONS SECON -DARY	COMPLETIONS POST SECOND	LEFT PRIOR TO COMPLETION SECON -DARY	LEFT PRIOR TO COMPLETION POST SECOND
	TOTAL UNDUPLICATED	626	384	866	124	20	0	0	100	306	22	44	14
1.0100	AGRICULTURAL PRODUCTION	153	3	156	0	0	0	0	0	29	0	5	0
1.0000	AGRICULTURE	153	3	156	0	0	0	0	0	29	0	5	0
4.0200	APPAREL AND ACCESSORIES	1	0	1	0	0	0	0	1	1	0	0	0
4.0300	AUTOMOTIVE *	4	0	4	0	0	0	0	4	4	0	0	0
4.0400	FINANCE AND CREDIT	0	3	3	0	0	0	0	3	2	0	1	0
4.0600	FOOD DISTRIBUTION *	8	7	15	0	0	0	0	15	12	0	2	0
4.0700	FOOD SERVICE *	3	6	9	0	0	0	0	9	7	0	0	0
4.0800	GENERAL MERCHANDISE	3	7	10	0	0	0	0	10	7	0	1	0
4.0900	HARDWARE; BUILDING MATERIALS	3	0	3	0	0	0	0	3	3	0	0	0
4.1000	HOME FURNISHINGS *	1	0	1	0	0	0	0	1	0	0	1	0
4.1100	HOTEL AND LODGING *	0	1	1	0	0	0	0	1	1	0	0	0
4.1500	PERSONAL SERVICES *	1	5	6	0	0	0	0	6	4	0	1	0
4.1800	RECREATION AND TOURISM *	0	1	1	0	0	0	0	1	0	0	1	0
4.2000	RETAIL TRADES, OTHER *	5	4	9	0	0	0	0	9	8	0	1	0
4.3100	WHOLESALE TRADES, OTHER	1	1	2	0	0	0	0	2	2	0	0	0
4.9900	DISTRIBUTIVE EDUCATION (OTHER)	2	5	7	0	0	0	0	7	2	0	0	0
4.9910	DISTRIBUTIVE EDUCATION - JUNIOR PROGRA	9	13	22	0	0	0	0	22	0	0	3	0
4.0000	DISTRIBUTIVE EDUCATION	41	53	94	0	0	0	0	94	53	0	11	0
7.0302	PRACTICAL VOCATIONAL NURSING	0	21	0	21	0	0	0	0	0	0	0	0
7.0303	NURSING ASSISTANCE AID	1	40	37	4	0	0	0	0	29	1	0	0
7.0000	HEALTH OCCUPATIONS EDUCATION	1	61	37	25	0	0	0	0	29	1	0	0
9.0101	COMP. HOMEMAKING OR HOME ECONOMICS	1	109	110	0	0	0	0	0	1	0	0	0
9.0203	FOOD MANAGEMENT PRODUCTION & SERVICES	18	16	34	0	0	0	0	0	23	0	5	0
9.0000	HOME ECONOMICS	19	125	144	0	0	0	0	0	24	0	5	0
14.0100	ACCT. & COMPUTING OCC. (OKKPG-ACCT)	2	22	18	6	0	0	0	0	11	1	0	1
14.0300	FIL., OFF.MACH. & GEN.OFF.CL(CLERICAL)	0	71	67	4	0	0	0	0	40	1	1	0
14.0700	STENO., SEC. & REL. OCC. (STENO. SEC.) *	0	50	43	7	0	0	0	0	28	4	0	1
14.0900	TYPING & RELATED OCCUPATIONS *	1	2	3	0	0	0	0	3	3	0	0	0
14.0000	OFFICE OCCUPATIONS	3	145	131	17	0	0	0	3	82	6	1	2
17.0100	AIR CONDITIONING (CLUSTER)	33	1	28	6	0	0	0	0	11	4	1	0
17.0301	BODY AND FENDER	43	2	45	0	0	0	0	0	7	0	2	0

PART TWO

THE KEY ROLE OF THE TRAVEL AND TOURISM EMPLOYER

The employer is the key to the assessment of the potential for placement of hardcore unemployed in Travel and Tourism (Industry) occupations. The activities of job development and CETA planning demand knowledge of the nature of industry employers. The job development activity of placing trained or trainable people in job vacancies requires knowledge of specific current openings. The longer range planning activity involves, in part, assessment of future job vacancies and preparation of individuals to fill them.

The information needs of job development are immediate: Who is hiring?; For what occupations are they hiring?, What are the characteristics of the occupation?; and What employee characteristics does the employer require? The information needs of planners are more general. Specific employers are less important, but industry changes are very important. What will expansion of the industry mean in terms of future occupational vacancies? The same data for occupations andemployers are required on a larger scale to determine likely hard-to-fill vacancies and subsequent training needs if any.

Local data which serve the needs of planners and developers often don't exist. To remedy this deficiency a relatively low cost method of data collection was devised. An unstructured interviewing technique was used employing an interview guide which got to the heart of data needs for job developers and planners.

The results of the interviewing process included detailed occupational information. By combining this information with regularly published data on firm size, job development resources can be used more efficiently. Planners have a leg up on specific training needs and likely training vehicles. There are limitations -- the scope was limited to Industry employers, and economic fluctuations are not always easily foreseen.

The Ideal Situation

The industry employer has a job vacancy, wants to fill that vacancy with a productive employee, and wants to do so with a minimum of recruitment and training costs. The developer has a pool of people either seeking immediate employment or soon to finish training programs to enter the market. For at least some of the vacancies, employer and developer interests overlap. The planner attempts to increase this complementarity of interests in the future.

The potential of the travel and tourism industry for employment of the hardcore unemployed turns on maximizing the overlapping interests of the employee and developer. Placement by the developer in the travel and tourism industry would be enhanced by the following information.

1. Occupational composition of the industry. A most basic piece of information is what jobs comprise a particular industry. Cashiers displaced in a declining industry might well be placed in a growth industry. Knowing where to look is the first step to contacting an employer.

2. Percentage occupational composition of an industry. An industry which employs large numbers of a particular occupation presents more fertile ground for inquiry than one in which few people work in the specific occupation.

3. Starting pay and pay progression. The attractiveness of the job as an alternative to other types of income and the potential for increased earnings for staying on the job figure heavily in placement.

4. Seasonality. Seasonal employment may not be desirable if a placement goal is longevity of employment.

5. Recruitment sources. Some occupations are filled from sources external to the firm such as want-ads or Employment Service contacts. Others may be filled internally via promotion only. Some occupations may be filled by either method. Entry level jobs are filled externally and are the most fruitful for development.

6. Growth. Industry and occupational growth provide placement opportunities.

7. Promotion Possibilities. Jobs which lead somewhere are preferred to dead-end jobs. A promotion chain or job ladder is desirable.

8. Employer's perception of ability to fill vacancies. Job development is more successful with employers who perceive difficulty in filling certain occupational vacancies.

9. Entry requirements. Employers set job related entry requirements in terms of education and experience. These become keys to matching available applications with job vacancies to minimize employer recruiting, screening and training costs.

10. Employer training time. This is probably more important to planners than developers, but does provide both with an idea of employer training costs.

11. Employer size. Depending upon the circumstances, job development may become fruitfully concentrated upon larger employers in each industry.

The planner needs the occupational composition qualitative and quantitative data, growth, entry and training time information.

Some of the ideal set of information is already available. For some states and some industries the OES Staffing Patterns[1] provide the occupational composition by job title and percentage of employment. The figures for West Virginia are statewide, but were found to be adequate for the travel and tourism industry. The Dictionary of Occupational Titles (DOT)[2] provides job descriptions and requirements including training times. These are economy or industry-wide generalizations and they often differed from survey results considerably. This is not to say these sources are not useful. Each was taken as a data point; each was useful as a check or comparison point or a point of departure for the industry analyses. Employer size distribution was available from the West Virginia County Business Patterns.[3]

The rest of the information simply did not exist at the local level. A low-cost, quick means of gathering information was devised.

Bridging the Information Gap

The information gathering effort concentrated on the travel and tourism industry in Harrison County West Virginia. The following industries by SIC code were determined to be within the industry. This determination was based on dollars of revenue generated by travel and tourism expenditures.

---

[1]Occupational Employment Statistics, West Virginia Department of Employment Security, Research and Statistics Section in Cooperation with the U.S. Department of Labor, Bureau of Labor Statistics.

[2]Dictionary of Occupational Titles, U.S. Department of Labor.

[3]1976 West Virginia County Business Patterns, U.S. Department of Commerce, Bureau of the Census.

TABLE 20

Travel and Tourism Industry

SIC	Industry
15	Construction
541	Grocery Store (Chain Store)
541	Grocery Store (Corner Store)
551	New & Used Auto Dealers
554	Gasoline Service Stations
58	Eating and Drinking Places (Fast Food)
58	Eating and Drinking Places (Dining)
65	Real Estate
70	Hotel/Motel and other lodging
41	Transportation (Air)
41	Transportation (Transit Authority)
41	Transportation (Taxi)
41	Transportation (Greyhound Bus)

The next step in the analysis was to choose a means of gathering the missing data. From the outset, the goal was to produce usable data at a low cost in time and money. Strict scholastic research methods involving structured sampling designs were abandoned immediately. The purpose of the study was to obtain ballpark estimates not confidence intervals. General tendencies and qualitative data were deemed more important than precision. From a practical standpoint, those likely to duplicate the analysis elsewhere would not want to use a rigid survey design or have the skills and budget to do so. CETA planners, Regional Planning Councils and Travel Councils often already have some knowledge about major industry employers and also some persons to contact in each. Great savings in time and money can be made by capitalizing on these.

The decision was made to conduct on-site personal interviews using a relatively unstructured questionnaire design. Information already in hand would be the point of departure for each interview. A typical questionnaire is shown as Appendix A. The personal interview was chosen and is recommended over telephone or mail interviews because of the flexibility of the interview and more importantly because of the personal contact made. This is useful for later job development purposes. More employers would be reached using either phone or mail interviews, but the quality considerations of depth of interview and job development contacts prevailed over the increased number of responses possibly obtained using mail or phone questionnaires.

Who to interview was determined by "informed judgement" and sampling. The names, addresses and phone numbers of employers were obtained from the telephone yellow pages. Travel Councils will have membership lists. CETA prime sponsors and Employment Security offices may have a better and more complete source of employers in each industry, but often these are confidential. The yellow pages are available to everyone. Other sources can be used to augment the yellow pages as a census of industry employers. Much of the data gathering and interviewing could be done by Public Service Employment (PSE) people as part of CETA activity.

The choice of specific employers was made as a result of sampling and informed judgment. The West Virginia County Business Patterns was consulted to determine the number and size distribution of employers by industry. (The data for specific employers was confidential and unavailable.) For several industries there was only one employer (e.g. air transportation). For almost all of the others the distribution was characterized by numerous small employers and a few large ones. A sample of each was chosen, depending upon the number in each category. For example, in 1976 in the Eating and Drinking Industry, a total of 86 firms employed 826 people. Sixteen employed more than twenty people and on the other end of the scale 38 employed only one to four people per establishment. Interviews were concentrated on the larger and medium sized firms. These are the ones most likely to provide stable employment opportunities, are most fruitfully contacted for job development, and provide the most complete information. Table 21 shows the size distribution of employers in the Industry.

Firms were chosen at random from the groups once the sample size was determined. Where problems with interviewing might be anticipated, it may be desirable to violate the random sampling procedure and contact those firms where good rapport may already exist. The purpose of sampling is to achieve a "representative" sample, but informed judgment can assess representativeness as well.

It is also possible to work from the total number of interviews back to the number sampled per industry. Determine the available people to conduct interviews, the number of interview days for each and the number of interviews per person per day. Experience in West Virginia suggests that four per person per day is a reasonable figure. Sum the total number of interviews possible and work back allocating interviews per industry. Scientific sampling purists will no doubt be aghast at such a procedure, but again the emphasis here is on usable, ballpark information not precise estimates.

Telephone calls to personnel managers setting up interview dates and times preceded the interview trip. A letter of introduction from the Chamber of Commerce or local travel council was found to be very helpful.

The Industry Overview

It is possible to get an industry overview using published data. The data available often lag at least a year, but provide a good idea of the trends involved. The overview can be produced from a U.S. Bureau of the Census publication available in each state. For West Virginia, the source is: West Virginia County Business Patterns, United States Department of Commerce, Bureau of the Census, published yearly.

Table 22 tells the story for county and Industry employment from 1966-76. Table 23 singles out the yearly percentage change in employment in the Industry and in total employment for Harrison County.

TABLE 21

NUMBER OF ESTABLISHMENTS BY EMPLOYMENT-SIZE CLASS: 1976

Industry	Total Employment	Total Number of Firms Reporting	1 to 4	5 to 9	10 to 19	20 to 49	50 to 99	100 to 24
General Construction	402	42	26 (62%)	13 (31%)	1 (.02%)	1 (.02%)	--	1 (.02%)
Grocery	619	60	31 (52%)	11 (18%)	5 (8%)	10 (16%)	3 (.05%)	--
Car Dealers	328	15	2 (13%)	3 (20%)	2 (13%)	7 (47%)	1 (.06%)	--
Gasoline Station	195	54	37 (69%)	16 (30%)	1 (.02%)	--	--	--
Eating & Drinking	826	86	38 (44%)	18 (21%)	14 (16%)	16 (19%)	--	--
Real Estate	133	52	48 (92%)	2 (.04%)	1 (.02%)	1 (.02%)	--	--
Hotel & Motel	243	15	7 (47%)	3 (20%)	2 (13%)	1 (.07%)	2 (13%)	--
Local Transportation	53	5	2 (40%)	--	3 (60%)	--	--	--
Total T & T Ind.	2,879	329	191 (58%)	66 (20%)	29 (9%)	36 (11%)	6 (2%)	1 (.03%)
Harrison County Total	1,549	865 (59%)	317 (20%)	172 (11%)	135 (9%)	35 (2%)	14 (1%)	

TABLE 22

EMPLOYMENT IN HARRISON COUNTY AND THE TRAVEL AND TOURISM INDUSTRY

Year	66	67	68	69	70	71	72	73	74	75	76
Harrison County Total	19,412	19,535	19,200	19,247	19,812	20,305	22,422	22,133	21,158	19,059	21,098
Contract Construction 15	243	249	246	186	223	208	375	353	285	224	402
Grocery Stores 541	494	542	425	494	541	529	569	718	709	693	699
New and Used Car Dealers 551	371	364	480	327	321	307	332	320	337	324	328
Gasoline Service Station 554	209	196	173	156	156	182	171	168	175	176	195
Eating & Drinking Place 58	611	542	582	572	641	643	746	733	652	643	826
Real Estate 65	135	115	115	97	104	98	174	104	91	100	133
Hotels & Other Lodging 70	220	221	208	258	263	266	257	278	282	304	243
Local Passenger Transit 41	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Total Travel & Tourism	2283	2229	2229	2090	2249	2224	2624	2,674	2,531	2,464	2879

Source: 1976 W. VA County Business Patterns United States Department of Commerce, Bureau of the Census

TABLE 23

Employment Change 1966-76

Year	Industry	Total
1966-67	2.4	0.6%
67-68	0.0	-1.7%
68-69	-6.2	0.2%
69-70	7.2	2.9%
70-71	-0.1	2.5%
71-72	17.4	10.4%
72-73	1.9	-1.3%
73-74	-5.3	-4.4%
74-75	-2.6	-9.9%
75-76	16.8	10.7%
1966-76	26.1	8.7

Industry employment is cyclically sensitive, but is characterized by greater growth than the total county employment on the upswing. Recent years evidence an Industry moderating influence with some growth during county slumps and more rapid growth on the upswing of the cycle. Employment in the Industry has continued to grow since 1976. Table 24 below shows the intra-Industry employment patterns.

TABLE 24

Travel and Tourism Trends

Industry	1966-76	Recent Trend
Contract Construction	65.4%	Growth
Grocery Stores	41.5%	Stable
New and Used Car Dealers	-11.6%	Stable
Gasoline Service Stations	- 6.7%	Growth
Eating and Drinking Places	35.2%	Growth
Real Estate	1.5%	Growth
Hotels and Other lodging	10.5%	Decline
Local Passenger Transit	NA	NA

Intra-Industry patterns are a mixed bag. Most are experiencing growth or stable employment if not over the decade, then in recent years. A closer inspection of the individual industry occupational structures is necessary to determine which occupations hold promise for training and job development.

Organizing the Basic Data

The interview data is organized into a foundation building block matrix for each industry. The matrix follows the interview form very closely. The occupations for each industry comprises the left most column. Information for each occupation proceeds by occupation from left to right.

To illustrate the basic matrix, Table 25 is presented for the Hotel/Motel industry. Appendix B presents the Harrison County data for each industry.

The hotel/motel and other lodging industry is very closely tied to the Industry. It also characterizes much of the nature of employment in the Industry. The first column lists the major occupations in the Industry. The next column indicates the percentage of total industry employment in that occupation. For example, 20% of the people employed in the hotel/motel industry are maids. The numbers in the next column show how many persons are predicted to be in each occupation: total industry employment in 1976 multiplied by the percentage figure in the last column. For maids, 48.6 = 243 x 0.20. Disregard the +,-,0 number for now. The "Wages" column has two figures. The first is starting pay ($2.65 for maids) and the second is pay after being on the job one year ($3.00 for maids). Seasonality of employment is indicated next. Maid employment is seasonal. The recruitment column shows maids to be recruited externally (from the Job Service, walk-ins, want-ads) and by promotion from within (from what job isn't known) so the entry reads "both". Entry level numbers of "0" and "+1" indicate a potential entry level job and a "-1" means the job is only filled internally by promotion. Growth as a column means actual employment change from one year ago and for maids was "stable" (no appreciable change over the year). Promotion affords an application of the internal labor market concept. A firm characterized by an internal labor market has mobility clusters or job ladders of promotability connected by on-the-job training. These clusters are insulated from outside (external) labor market pressures. Jobs beyond the entry level within a cluster are filled by promotion from within. Pay, skill and responsibility increase with progression up the job ladder. Maids are promotable to "Housekeepers." More on this later. The "Employer's Perception of Available Jobs" column is a measure of the employer's perception of the ease with which vacancies can be filled in the current labor market. The market supply of maids is "adequate".

Entry Requirements has three columns. The first is what the employer requires by way of education for an employee taking the job whether recruited externally or promoted from within. Employers require a high school education or less for maids. The next column showsprior experience an entrant must possess. Becoming a maid requires none (0). The last column "Emp. Tr. Time" is an indication of typical, average on-the-job training into those people becoming maids. The last two columns are blank but could be filled in by users of the matrix. The entry would indicate the type of training program recommended, if any, ("OJT" = on-the-job, CT = classroom) and training time.

The individual subIndustry occupational matrices provide thumbnail sketches per industry, but are also the fundamental building blocks for more extensive analysis useful both for job development and human resource planning activities.

The Internal Labor Market

Briefly, the theory of the internal labor market postulates labor markets to be either internal or external in nature. Internal labor markets evolve when the technology of production gives jobs an amount of specific skill content which can only be learned by on-the-job training (OJT). This OJT component confers a certain amount of power upon the employee who is not easily replaced by persons from outside the firm. At the same time, customs in the workplace give rise to rules of the shop which may or may not be embodied in a collective bargaining agreement. The end product of the interplay between technology and custom is an internal labor market which consists of mobility clusters of jobs. A mobility cluster is an entry level job grouped with a string of other occupations which an employee progresses through by OJT up to an exit job. The employees in the internal labor

TABLE 25

Industry Occupation SIC 70 Hotel/Motel	Employment (Industry) (243)			Wages Start	Wages After	Seasonality	Recruitment & Sources	Entry Level	Growth (Occupation)	Promotion	Employer's Perception of Avail. Jobs	Entry Requirements Ed.	Exp.	Emp. Tr. Time	Programs OJT	CT
Manager	2.8	6.8	0	Salary+2	Salary+2	None 0	External	+1	Stable+2	Regional Director+1	Adequate+1	12-16	6 mos.	8 wks.		
Accountant/ Auditor	2.8	6.8	0	3.50 +1	9.00 +2	None 0	Both	0	Stable+2	Asst. Mgr. +1	Adequate+1	12-14	1 year	3 wks-1yr		
Housekeeper	2	4.8	0	4.50 +1	7.00 +2	None 0	Internal	-1	Stable+2	None 0	Adequate+1	12	6 mos	3 wks-6mos.		
Maid	20	48.6	+1	2.65 0	3.00 0	Yes -2	Both	0	Stable+2	Housekeeper+1	Adequate+1	0-12	0	3 days-4wks.		
Janitor	6.2	15	0	3.00 0	NA 0	None 0	Both	0	Stable+2	Maintenance+1	Adequate+1	0	0	2 days-2wks.		
Bartender	6.2	15	0	3.00 0	NA 0	None 0	Internal	-1	Stable+2	None 0	Adequate+1	12	0	10days		
Busboy	2.8	6.8	0	2.65 0	NA 0	None 0	External	+1	Stable+2	Waiter/Front Desk	Adequate+1	0	0	2 days		
Kitchen Helper	6.2	15	0	2.65 0	3.00 0	Yes -2	External	+1	Stable+2	Cook +1	Adequate+1	0-12	3 mos.	2 days-2mos.		
Waiter/Wait-ress	27.6	67	+2	1.50 0	1.75 0	Yes -2	Both	0	Stable+2	Hostess+1	Adequate+1	0-12	0	10 days-2 wks.		
Cook-S.O.	4.8	11.6	0	3.00 0	NA 0	None 0	Internal	-1	Stable+2	None 0	Adequate+1	0	3 mos.	3 wks.		
Cook-Rest.	4.1	9.9	0	3.00 0	7.50 +2	None 0	Both	0	Stable+2	Supervisor+1	Adequate+1	0	3 mos.	3 wks-1yr.		
Maintenance Person	2.1	5	0	4.00 +1	4.50 +1	None 0	Both	0	Stable+2	Regional Maint. +1	Adequate+1	0	5 yrs.	5 days-1yr.		
Cashier	2.1	5	0	3.00 0	NA 0	None 0	Internal	-1	Stable+2	Front Desk+1	Adequate+1	12	0	4 days		
Bookkeeper	1.38	3.3	0	4.50 +1	5.00 +1	None 0	Both	0	Stable+2	Operations+1	Adequate+1	12	0	6 wks-3mos.		

Industry Occupation	Employment (Industry)			Wages Start	Wages After	Seasonality	Recruitment & Sources	Entry Level	Growth (Occupation)	Promotion	Employer's Perception of Avail. Jobs	Entry Requirements Ed.	Entry Requirements Exp.	Entry Requirements Emp. Tr. Time	Programs OJT	Programs CT
Hotel/Motel	(243)															
Hostess	1.38	3.3	0	3.50 +1	NA +1	None 0	Internal	-1	Stable+2	Front Desk+1	Adequate+1	NA	NA	2 wks.		
Chef	.69	1.7	0	Salary+2	Salary+2	None 0	External	+1	Stable+2	None 0	Adequate+1	16Voc. Ed.	0	4 years		
Banquet Manager	.69	1.7	0	4.75 +1	NA +1	None 0	Both	0	Stable+2	None 0	Adequate+1	NA	NA	2 wks.		
Desk Clerk	6.2	15	0	3.25 +1	NA +1	None 0	Internal	-1	Stable+2	Desk Super.+1	Adequate+1	12	0	6 wks-3mos.		

market enjoy the following benefits:

Stable employment,
High incomes,
Promotability,
Freedom from arbitrary management decisions,
Job security.

Contrast this happy situation with the lot of the worker relegated to the external labor market. The external labor market is bereft of stabilizing OJT and social custom. Workers are largely at the mercy of economic forces and employer whim. Mobility clusters are few in number and short leading to dead-end jobs at low pay and uncertain employment. The characteristics of these jobs and workers are as follows:

Low pay,
Dead end jobs,
Harrassment by employers,
Frequent unemployment.

These are epitomies of the polar approaches to the two markets. Real situations shade these.

The hotel/motel industry provides a good example for application of the internal labor market concept for planning and development purposes. The best placement that can result from job development and training programs is in the primary or internal labor market. Secondary or external labor market jobs are less desirable generally.

Table 26 shows the mobility clusters for the hotel/motel industry. One assessment of this industry might be as follows using the data compiled so far. The hotel/motel industry has experienced about a 10% growth in employment over the period 1966-1976. In 1976, the last year for which we have published data, employment took a hit. The upswing of 1977-78 was stable in each occupation. The employer's perception of the market shows "adequate" supplies of job applicants over all the occupations. Employment by size class indicates that only five firms employ more than ten people. These five employ over a quarter of the people in the industry in Harrison County. It shouldn't be difficult to contact these employers. Is there reason to?

Entry level positions are numerous, tend to be near the minimum wage for unskilled and semiskilled jobs and for these workers require 12 years of education or less and little or no experience. Employer training time is short -- a few weeks. The more skilled workers, such as chef, have much longer training times, are salaried, and require a higher education attainment. Few are hired. Look further at the mobility cluster. Except for the busboy/busgirl cluster with five occupations, the rest are short. The numbers in the parentheses indicate the relatively low probability of promotion and upward mobility. Pay starts near the minimum wage and for unskilled and semiskilled jobs progresses somewhere but remains relatively low.

Back to the question -- is there reason to contact hotel/motel employers for training program or job development? The answer depends upon the situation of, and constraints placed upon the developer. Work experience, summer youth programs, OJT, classroom training budgets and available unemployed clients place job developers and planners in a myriad of situtations. The developer or planner must make the decision. However, the decision can now be made on the basis of excellent information with suitable means of follow-up.

These data can be reorganized for other perspectives on planning and development decision making.

TABLE 26

MOBILITY CLUSTERS IN THE HOTEL/MOTEL INDUSTRY

Cluster	Entry Level	Promotion To	Promotion To
One	Maid [1] (20%/$2.65)	HouseKeeper (3%/$4.50)	
Two	Janitor (6.2%/$3.00)	Maintenance Person (2%/$4.00)	Regional Maintenance
Three	Busboy/Busgirl (2.8%/$2.65)	Waiter/Waitress (2.8%/$1.50)	Host/Hostess (1.38%/$3.50)
		Desk Clerk (6%/$3.25)	Desk Superintendent
Four	Kitchen Helper (6.2%/$2.65)	Cook (4%/$3.00)	Supervisor
Five	Chef (1%/Salary)		
Six	Accountant/Auditor (2.8%/$3.50)	Asst. Manager	
Seven	Manager (2.8%/Salary)	Regional Director	

[1] (Percentage of employed in the occupation, starting pay).

Putting Values Up Front - A Mechanistic Weighting System

The interviews to gather the basic data were constructed to elicit usable information. They encompassed variables the principal investigators thought to be important to most planners and job developers. Every planner or developer places implicit weights on the values of the variables. For example, scarcity of job applicants (potentially good placement) must be weighed against starting pay and promotion (dead end, high turnover job?). Much of the decision making is made without ever explicitly recognizing the tradeoffs. What is suggested here is an overt method for weighing the desirability of jobs for planning and development purposes. Such a system is illustrated for West Virginia. For some variables extreme positions were taken to illustrate value differences. Appendix C summarizes the weighting system discussed below.

Each variable on which data was collected was assigned one or more point values. These were then applied to each occupation and then used to sort occupations for policy decision making.

Variable One. Number of employees in an occupation in an industry.

The larger the number of employees in a particular occupation, the greater the potential for placement. Growth in the industry will cause the number of vacancies in these occupations to increase the most. For example, in the Hotel/Motel industry a ten percent expansion in employment may create a few busboy/busgirl jobs (2.8% of industry employment) but will create numerous maid positions (20% of industry employment). This assumes a number of things about the nature of growth and employment, but the tendencies are probably valid if the exact numbers aren't.

The weighting:

Number of Employees	Weights
0 - 19	0
20 - 49	+1
50 - 99	+2
100 - over	+3

Variable Two. Occupational wages.

The higher the starting salary the more competitive the occupation is when compared with illicit income, transfer payments and other jobs. The weighting was applied to the rate of pay after one year on the job (pay progression). Wages below $3.00 are probably not very competitive by most any relative measure.

Wage Rate	Weights
$0 - 3.00	0
$3.01 - 5.00	+1
$5.01 - over	+2
Salary and Commission	+2
Not Available	0

Variable Three. Seasonality of occupations.

Seasonality is a negative factor for both development and planning. It could be positive for programs involving work experience, but is not desirable for long term unemployment where last hired become the first fired. To nix any seasonal jobs from consideration, a large negative weight could be assigned, e.g. -100.

Seasonality	Weights
Seasonal (yes)	-2
Slight Seasonality	-1
Not Seasonal	0
Not Available	0

Variable Four. Entry level of occupation.

In order to place job seekers, the occupation must be filled externally. Therefore entry level occupations are important. Training for jobs filled only internally by promotion is futile. "Both" has a value of "0". Only clearly entry level jobs are given a "+1".

Note that by weighting each variable individually, each variable has also been weighted relative to the other occupational characteristics. For example, an occupational wage rate in excess of $5.00 is twice as important as whether or not the job is entry level.

Recruitment Sources	Entry Level Weight
Internal	-1
External	+1
Both	0
Not Available	0

Variable Five. Employment Growth in the occupation.

Placement is facilitated and training is more likely needed where employment in the occupation is expanding. Declining occupations are not good development or training bets.

Growth	Weights
Decreasing	-2
Stable	+2
Good	+4
Substantial	+6

Variable Six. Promotional Opportunities.

This is the internal labor market concept of promotability. Does the job lead somewhere? Deadend jobs are generally undesirable placements unless they are skilled or professional.

Promotion	Weights
Exists	+1
None	0
Not Available	0

Variable Seven. Employer Perception of the labor supply.

Placement and training potential are facilitated by an employer perception that suitable job applicants are in scarce supply.

Employment	Weights
Surplus	-2
Adequate	+1
Scarce	+3
Not Available	0

The specific weights used here are subject to much debate and are for illustrative purposes only. They are mechanistic and are to be used to develop more decision making information. They provide clues to answers by decision makers not specific answers.

Ranking Occupations

The point values were applied to the data for each occupation for each industry. These occupations were gathered by point value and ordered from highest point value to lowest. The ranking is shown in Appendix D.

The top ten occupations were:

1) Salesperson - Real Estate (65).
2) Carpenter - Construction (15).
3) Salesperson - Auto Dealers (551).
4) Mechanic - Air Transportation (41).
5) Auto Body Repair - Auto Dealer (551).
6) Avonic Technicial - Air Transportation (41).
7) Pilot - Air Transportation (41).
8) Construction Helper - Construction (15).
9) Driver - Greyhound Busline (41).
10) Dispatcher - Air Transportation (41).

For example, the occupation that received the most points and subsequently received the highest rank was Salesperson in the Real Estate Industry (SIC 65). Turning to the matrix on the Real Estate Industry (Appendix B) the salesperson occupation received 15 points. The industry-occupation matrix on the Real Estate Industry reveals the following information about the salesperson. Salespersons make up 38.46% of the total industry employment; the wage is based on commission of sales; it is not a seasonal occupation; recruitment is done through personal contacts, newspaper want-ads, and college recruitment; and the educational requirement is a high school diploma with a real estate license and no experience necessary. The occupation is expected to grow and employers' perception of the area's ability to fill vacancies is scarce (little competition coupled with growth). Subsequently, the occupation was ranked the highest.

It should be noted that our experience has been that real estate salespersons are not easy placements due to supply problems -- eligible or trainable applicants are few in number.

The results provide reasonable information for further consideration.

Job Development and Placement

Job Development and placement is a middleman function. Over the years as human resource development programs have evolved, so have there been changes in the intermediary function.[1] Job development and placement involves a meeting of the interests of an employer and a currently unemployed person or training program graduate. The function may be performed by the CETA Prime Sponsor, the Employment Service, a CETA subcontractor or an industry representative (here possibly a travel council).

Key questions are: Where are the current and future vacancies? Which occupations? Which industries? Which employers? The data collected can be arranged in one or more ways to aid answering these inquiries.

The individual industry-occupation-characteristics matricies provide the basic information for job development and placement. They provide a thumbnail sketch of each occupation in the industry. The weighting system and the resultant occupational ranking indicate desirable occupations across all industries.

Some of the high point value jobs are obviously not likely to be useful -- e.g. Pilot-air transportation. On the other hand, choice of a low rated occupation for development requires justification in light of its low ranking, e.g. office clerk. In short, the ranking provides a vehicle for organizing job development efforts.

Appendix E rearranges the information by selecting occupations in each industry for which the employer perceived a scarce supply of labor.

Appendix F shows occupations selected because of expected growth.

Likely occupations for development and placement have been identified. Working back to the individual industry-occupation matrix reveals the industry and occupational characteristics. Which employers to contact can be "best guessed" from the size distribution data and the yellow pages card file of employers.

One final rearrangement of the basic data is of interest. Appendix G is an occupation-industry matrix. That is, it shows for each occupation, the industries in which it is found, and for each industry the occupation's desirability and the likelihood of successful job development activities. This format is particularly useful for placement of training program classes.

Labor Market Planning

The planning function varies with federal regulations and the entity doing the planning. Programs vary widely from types of work experience to classroom training and on-the-job training activities. The common denominator of each is forseeing the need for each.

Identification of CETA service needs can be aided by rearrangements of the basic data. One such arrangement is shown in Appendix H. The more highly ranked and desirable occupations have been gathered by type of entry requirement. Four year programs, two year classroom training, OJT and experience only programs are detailed.

The tables used for job development are similarly useful for identification of CETA needs. Delineation of labor scarce occupations and growth occupations provide clues for classroom and OJT training. The basic data indicate growth industries - ones toward which training resources might be targeted. The basic data file provides employer contact information.

Equally interesting are indications where CETA resources shouldn't be spent. Prime sponsors often receive projections of occupational scarcity based on statewide data. Local needs may differ significantly from these projections. Program development on the basis of statewide needs may not be

---

[1] For an excellent overview of the historical and current aspects of job development see Job Development and Placement: CETA Program Models, Employment and Training Administration, U.S. Department of Labor, 1978 available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402

fruitful. Programs targeted for specific local needs and developed with industry cooperation are preferable. For example, a list of shortage occupations requiring classroom training was recommended on the basis of state wide projections. Included on the list were short order cooks. Data for Harrison County suggest no education or experience requirements for short order cooks and an employer training time of one to two weeks. They also indicate adequate numbers available in the current market.

Prime sponsors can use the information to encourage subcontracts in useful areas. They can also evaluate subcontractor proposals for training. For example, training proposals for seasonal, dead-end jobs can be turned down for good reason.

Questions and Answers on *Training for Industry Employment*

The crux of the inquiry into the travel and tourism industry as a potential employer of the hardcore unemployed can be summarized in a question and answer format. The answers to questions posed pertain, in part, specifically to West Virginia. Yet much of each can be generalized for use by many CETA prime sponsors, their subcontractors, regional planning councils and travel councils.

Question One. How can organizations, be they CETA related, regional planning councils or travel and tourism industry councils, find out at reasonable cost what the industry occupational structure is?

The answer to this proceeds stepwise. First determine who has a vested interest in knowing the information the inquirer seeks. The three organizations listed in the question each has such an interest. A good working relationship between the three should be established early in the effort. Their interests coincide. One of the three may already have collected the information on a local, area or statewide basis.

Secondly, plan to initiate a low sample interviewing scheme. Determine what resources are available in terms of people and money. CETA, Employment Service, and/or subcontractor planners and developers may be available. Public service employment slots may be available as part of a concerted drive focusing on Industry placement. Regional planning, travel councils, the Chamber of Commerce and others may be willing to provide people, funds, goodwill, or a foot-in-the-door letter of introduction. Put all early effort into two activities: (1) a determination of what already exists on the Industry,and (2) the implementation of a plan to find out what information is necessary, what is missing and how to get missing data. If a low sample interview is the route to obtain missing information and to develop industry contacts, initiate the process.

Activity One - The Sample.

1. Define what constitutes the Industry in the area and what the relevant labor market area is.
2. Compile a census of employers from the yellow pages and any additional ones from travel council membership, CETA and Employment Service files if possible.
3. Examine the size distribution of employers, make a decision on employer size of interest, and arrange employers into sampling groups.
4. Assume some sampling rate - say 10% - and calculate the number of interviews necessary to accomplish that ratio.
5. Estimate the cost in time, people and budget of doing a 10% sampling of employers in each industry.
6. Compare that cost with the available resources and adjust the sample up or down accordingly.
7. Pick employers to interview - a combination of random sampling and employers with whom rapport has already been established.

Activity Two - The Questionnaire.

1. Simultaneously with Activity One, develop the questionnaire.
2. Decide the variables which are needed.
3. Determine what information already exists on these variables. The OES Staffing Patterns, the Community Business Patterns, and this report should be key sources.
4. Determine what is missing.
5. Develop the line of questioning to gain the missing information.
6. Print up the necessary number of questionnaires.

Activity Three - Interviewing.

1. Grease the skids. Obtain a letter of introduction and backing from the Chamber of Commerce, travel council or other recognized organizations.
2. Assign people to do the interviews.
3. Set up times for interviews with employers.
4. Conduct the interviews.

Activity Four - Compiling the Data.

1. Given the foresight with which the questionnaire was designed, fill in the missing data.
2. Although the data need not be computerized, a computer format could be used to sort the information into usable tables.
3. Arrange the data into useful formats.

This report suggests several.

Activity Five - Using the Data.

1. Spin-off the relevant results to those who can use them.
2. Maintain contact with those employers who took part in the survey process.

Question Two. What parts of the West Virginia experience can be generalized to other parts of the U.S.?

The methodology of small sample interviewing can be generalized. The method of collecting data on local labor supply characteristics will be generally useful. Parts of the survey results should be useful to job developers and planners. Specifically, the occupational distribution for each industry should be similar. The internal-external labor market nature including entry level jobs and their relationships to other jobs should be relatively constant across localities. Entry requirements including education, experience and subsequent employer times are not likely to vary significantly unless the method of producing (i.e. the technology and organization for production) is different. The weighting methodology system can be developed to meet anyone's local or area needs. The organizations with an interest in employing the hard-core unemployed in travel and tourism will continue to include CETA prime sponsors, their subcontractors, the Employment Service, regional development councils and travel councils.

Question Three. What isn't useful beyond Harrison County, West Virginia?

The specific results including wages, growth, and labor surplus or scarcity are not valid outside the West Virginia experience. The ranking of occupations by point score of desirability derived from the above data will probably not pertain to other situations either.

The labor supply data will vary per locality. The methodology is what should be transferable, replicable and useful.

Question Four. What limitations does the study have?

One severe limitation is the scope of inquiry. Only 14% of Harrison County employment was sampled. Conclusions drawn about the potential for job development and training for particular occupations in the industry are valid, but should not be generalized to include all industries in Harrison County. Secondly, these results should be taken as one indication of potential only. For example, there are two measures of occupational supply and demand conditions. One is growth from last year, the other is employer perception of available applicants. Both are gratuitous in that the employer may have a direct, vested interest in the answers given. As a general rule of thumb, any survey results must be tempered with as many other sources of data as can be reasonably obtained. Travel-council, regional development council and employer forecasts may be overly optimistic or pessimistic. Employment Security estimates may be statewide rather than local. Chamber of Commerce estimates and trade association estimates may provide a different view. Many forecasts and projections are done with great precision. Their accuracy is always suspect. There is no substitute for a decision maker's best judgment of what is to happen. At least the separate estimates will provide a range of expected change. By way of example of the vicissitudes of prediction, Industry growth in Harrison County for 1977-78 had been excellent. The gasoline scarcity of 1979 slowed that happy situation appreciably. The crunch was not easily foreseeable. Employment sensitivity to gasoline supplies should be a fruitful addition to the survey.

Question Five. How might the industry change to provide better opportunities for the hardcore and other unemployed?

The key problem is the external market nature of the industry. The individual industries are characterized by numerous low paying, dead-end jobs. This is often a proper or correct response to market forces. It isn't the only response. One avenue for further research and experimentation would include restructuring of the occupations to afford employers the cost savings associated with a stable labor force. This means restructuring jobs. Provide a series of job ladders and put the money saved from lower turnover into pay. Lower turnover

means less money spent on recruiting, screening and training costs. The disruption of service and scheduling problems associated with no shows and quits could be decreased. Specific recommendations for such a restructuring of the occupational organization are beyond the study. It would require close cooperation with a demonstration firm and would involve cost risks on the part of that firm. It could be a cooperative demonstration project between CETA prime sponsors (guaranteeing suitable trainees and cost subsidy), the travel council (publicity) and a firm such as a large, privately run hotel or motel.

APPENDIX A

THE QUESTIONNAIRE

QUESTION

Column 1:

Is a list of job titles found to be prominent in your industry according to the Employment Service. All questions center around Column I.

Column 2:

Current number of employees in each occupation by sex or the total.. Beside the job title given in Column 1, list the number of employees in each occupation by male/female or just give the total. If a job title is not listed, please list it in Column 1 under the other category.

Column 3:

Number of new employees hired in the last twelve months due to growth in your business or due to turnover of workers.

Column 4:

Number of employees in each occupation in your peak business months and in your low business months. This question's purpose is to try to determine the seasonality of the occupations in your industry.

Column 5:

Time to train new employees in weeks. List the number of weeks for each occupation that you consider to be the average training period.

Column 6:

According to Code I, list the average starting wage and the average wage after one year of employment.

A. less than $1.50
B. $1.50 - $2.00
C. $2.01 - $2.50
D. $2.51 - $3.00
E. $3.01 - $3.50
F. $3.51 - $4.00
G. $4.01 - $4.50
H. $4.51 - $5.00
I. $5.01 - $6.00
J. Over $6.00

Column 7:

Educational requirements a new employee would need to be considered for the job. Please use Code II to answer the questions.

Code II - Code A. None.
Code B. High School Diploma not required.
Code C. High School Graduate.
Code D. Completion of Post-High School Vocational or Trade School training.
Code E. Community or Technical College (2 years).
Code F. College or University Degree.
Code G. Masters Degree.

Column 8:

Indicate the number of months of previous experience in that particular occupation a new employee would need to be considered for that occupation.

Column 9:

Projected employment by occupation for the following time periods, 6 months; 1 year; 3 years. We realize the difficulty in predicting future events even in your own business. Please answer with your best estimate the number of workers you expect to have in those time periods listed.

Column 10:

Current job vacancies by occupation. List the current number of present job vacancies in your business.

Column 11:

How do you perceive the area's ability to supply labor for each occupation. Please use the code to answer the question.

Code III - A. Scarce
B. Adequate
C. Surplus

Column 12:

If an employee is presently in an occupation in Column I and he/she were to be promoted, what job would he/she most naturally advance into? In Column I beside every job listed there is a six digit number. Please use these numbers to answer this question.

Column 13:

If a position became open where - how would you fill it? Please use Code IV below to answer this question.

Code IV - 1. West Virginia Department of Employment Service
2. Private Employment Agency
3. Newspaper Advertisement
4. Union Hall
5. Promote From Within
6. Other (Please Specify)

Column 14:

Does the training for this occupation usually occur on the job or off the job? Please use code below.

A. On the job.
B. Off the job.

Preliminary Questions

1. Please place a check beside the industry your business most closely fits into.

   1. Public Transportation
      A. _____ Air
      B. _____ Bus
      C. _____ Railroad
      D. _____ Taxi
      E. _____ Other
         _____ Other

   2. Auto Sales and Services
      A. _____ Automobile Dealer
      B. _____ Gasoline Service Station
      C. _____ Other
         _____ Other

   3. Lodging
      A. _____ Hotel, Motel, Tourist Court
      B. _____ Trailer Park and/or Campsite
      C. _____ Rental Landlord
      D. _____ Other
         _____ Other

   4. Eating, Drinking, Recreation, Retailer
      A. _____ Eating or Drinking Place
      B. _____ Amusement or Recreation
      C. _____ General Merchandise
      D. _____ Other
         _____ Other

2. Person's name and title answering the questions.

   Name_____ Title_____

3. Are any of your workers currently covered by a collective bargaining agreement? Yes_____ No_____

   Name of Union_____

4. What would be the closest estimate of what you expect your business to do in the next year. Check one. Optional, you need not answer this if you don't wish to.

   1. _____ Decreas
   2. _____ No Change
   3. _____ Increase by Less Than 25,000
   4. _____ Increase Between 25,000 - 50,000
   5. _____ Increase Between 50,000 - 100,000
   6. _____ Increase Above 100,000+

5. What month do you have the greatest number of employees employed (peak) and what month do you have the least number of employees employed (low)?

   1. Peak_____ 2. Low_____

6. Have you ever participated in the Employment Service on-the-job training program?

   Yes_____ No_____

Column I	Column II			Column III	Column IV		Column V	Column VI		Column VII
Occupation	Current Number of Employees in Each Occupation by Sex or the Total?			Number of New Employees Hired in the Last Twelve Months Due to Growth in Your Business or Due to Turnover of Workers.	Number of Employees in Each Occupation in Your Peak Business Months and in Your Low Business Months.		Time to Train New Employees in Weeks.	According to Code I List the Average Starting Wage and the Average Wage After One Year of Employment. A. Entry	B. After One Year	Educational Requirements a New Employee Would Need to be Considered for the Job. Please Use Code II to Answer the Question.
	M	F	Total	Separation / Growth	Peak	/ Low	Time			

CODE I (for Column VI)

A. less than $1.50
B. $1.50 - $2.00
C. $2.01 - $2.50
D. $2.51 - $3.00
E. $3.01 - $3.50
F. $3.51 - $4.00
G. $4.01 - $4.50
H. $4.51 - $5.00
I. $5.01 - $6.00
J. Over $6.00

Code II (For Column VII)

Code A. None.
Code B. High School Diploma not required.
Code C. High School Graduate.
Code D. Completion of Post-High School Vocational or Trade School training.
Code E. Community or Technical College (2 years).
Code F. College or University Degree.
Code G. Masters Degree.

Column VIII	Column XI	Column X	Column XI	Column XII	Column XIII	Column XIV
Indicate the Number of Months of Previous Experience in that Particular Occupation a New Employee Would Need to be Considered for that Occupation.	Projected Employment by Occupation for the Following Time Periods, 6 months; 1 year; 3 years. 6 / 1 / 3 Months / Year / Years	Current Job Vacancies by Occupation.	How do you Percieve the Area's Ability to Supply Labor for Each Occupation. Please Use Code III to Answer the Question.	If an Employee is Presently in an Occupation in Column I and He/She Were to be Promoted, What Job Would He/She Most Naturally Advance Into?	If a Position Became Open Where-How Would You Fill it. Please Use Code IV Below to Answer This Question.	Does the Training for this Occupation Usually Occur on the Job or Off the Job. Please Use Code V.

Code III (for Column XI)
A. Scarce
B. Adequate
C. Surplus

Code IV (for Column XIII)
1. West Virginia Department of Employment Service
2. Private Employment Agency
3. Newspaper Advertisement
4. Union Hall
5. Promote From Within
6. Other (Please Specify)

Code V (For Column XIV)
A. On the job.
B. Off the job.

APPENDIX B

Industry Occupation SIC 15 Construction	% Employment (Industry)	(402)		Wages Start	After	Seasonality	Recruitment & Sources	Entry Level	Growth (Occupation)	Promotion	Employer's Perception of Avail. Jobs	Entry Requirements Ed.	Exp.	Emp.	Tr. Time	Programs OJT	CT
Foreman (General)	2.4	9.6	0	6.00+2	7.25+2	None 0	Internal	-1	Good + 4	None 0	Adequate +1	12	8 wks		OJT		
Foreman (Crew)	2.4	9.6	0	5.00+1	6.00+2	Yes - 2	Internal	-1	Good + 4	None 0	Scarce + 3	12	8 wks		OJT		
Draftsman	2.4	9.6	0	3.50+1 4.50	4.00+1 5.00	Yes - 2	External; E.S.,N.	+1	Stable + 2	Manager+1	Adequate+1	College 0			5 wks.		
Electrician	2.4	9.6	0	5.00+1	6.00+2	Yes - 2	External; N.	+1	Good + 4	None 0	Adequate+1	12	60 mos.		26 wks		
Carpenter	58.5	235	+3	4.00+1 5.00	4.50+2 5.50	Yes - 2	Both; E.S., N.	0	Subst.+6	Crew Foreman + 1	Scarce +3	12	6-60 mos.		4 wks or longer		
Counter Salesperson	4.8	19.3	0	4.00+1	4.50+1	Yes - 2	External; E.S.N.	+1	Good + 4	Manager+1	Adequate+1	12	6-12 mos.		8 wks		
Truck Driver Heavy	2.4	9.6	0	3.30+1	3.50+1	Yes - 2	External; E.S.,N.	+1	Stable+2	None 0	Adequate+1	12	0		NA		
Secretary	7.3	29	+1	3.00	3.50+1	None 0	External; E.S.N.	+1	Stable+2	None 0	Adequate+1	12	0-1yr		4-52 wks.		
Dock Worker	4.8	19.3	0	3.00	3.35+1	Yes - 2	External; E.S.N.	+1	Stable+2	Salesman+1	Adequate+1	12	0		0		
Helper	12.2	49	+1	3.00	4.00+1	Yes - 2	External; E.S.,N.	+1	Subst.+6	Carpenter+1	Scarce+3	0	24 mos.		52 wks.		

Industry Occupation SIC 541 Grocery-Chain Store	% Employment (Industry) (699)		Wages Start	Wages After	Seasonality	Recruitment & Sources	Entry Level	Growth (Occupation)	Promotion	Employer's Perception of Avail. Jobs	Entry Requirements Ed.	Exp.	Emp. Tr. Time	Programs OJT	CT
Manager	2.97	20.7 +1	Salary+2	Salary+2	None 0	NA	0	Stable + 2	NA 0	Adequate+1	12	1 yr	NA		
Asst. Manager	2.97	20.7 +1	Salary+2	Salary+2	None 0	Internal	-1	Stable + 2	Manager+1	Adequate+1	12	6 mos-1 yr	NA		
Dept. Head	2.97	20.7 +1	Salary+2	Salary+2	None 0	Internal	-1	Stable + 2	Asst. Manager+1	Adequate+1	12	6 mos.	NA		
Head Cashier	2	14 0	3.50 +1 4.00	4.00 +1 4.50	None 0	Internal	-1	Stable + 2	NA 0	Adequate+1	12	0	2 wks.		
Butcher	7.9	55 +2	4.00 +1 5.00	5.00 +2 6.00	None 0	External	+1	Stable + 2	NA 0	Adequate+1	12	6 mos.	2-6 wks		
Stock Clerk, Sales Fl.	16.8	117.4 +3	3.00 +1 3.50	3.50 +1 4.00	Slight-1	External	+1	Stable + 2	Head Stocker+1	Adequate+1	12	0	2-4 wks		
Bookkeeper, Hand	4.9	34.2 +1	3.00 +1 3.50	3.50 +1 4.00	None 0	External	+1	Stable + 2	None 0	Adequate+1	12	0	2 wks		
Cashier	43.5	304 +3	3.00 +1 3.50	3.50 +1 4.00	Slight-1	External	+1	Stable + 2	Head	Adequate+1	12	0	1-2 wks		
Head Stocker	1.2	8.4 0	3.00 +1 3.50	3.50 +1 4.00	None 0	Both	0	Stable + 2	NA 0	Adequate+1	12	0	2 wks		
Frozen Food Mgr.	1.2	8.4 0	Salary+2	Salary+2	None 0	NA	0	Stable + 2	0	Adequate+1	12	0	NA		
Dairy Mgr.	1.2	8.4 0	Salary+2	Salary+2	None 0	NA	0	Stable + 2	NA 0	Adequate+1	12	0	NA		
Meat Mgr.	1.2	8.4 0	Salary+2	Salary+2	None 0	Both	0	Stable + 2	None 0	Adequate+1	12	6 mos - 1 yr.	NA		

Industry Occupation SIC 541 Grocery-Chain Store	% Employment (Industry) (699)	Wages Start	Wages After	Seasonality	Recruitment & Sources	Entry Level	Growth (Occupation)	Promotion	Employer's Perception of Avail. Jobs	Entry Requirements Ed.	Exp.	Emp. Tr. Time	Programs OJT	CT
Meat Wrapper	2. 14	0 3.00	4.50+1	None 0	External	+1	Stable+2	None 0	Adequate +1	12	0	2 wks.		
Produce Mgr.	1.2 7.4	0 Salary+2	Salary+2	None 0	External	+1	Stable+2	NA 0	Adequate +1	12	0	NA		
Deli Mgr.	1.2 7.4	0 Salary+2	Salary+2	None 0	External	+1	Stable+2	NA 0	Adequate+1	12	0	NA		
Deli Helper	6.9 48.2	+1 3.00	4.00 +1	None 0	External	+1	Stable+2	Deli Mgr.+1	Adequate+1	12	0	2 wks.		

Industry Occupation SIC 541 Grocery (Corner Store)	% Employment (Industry)	(699)		Wages Start	After	Seasonality	Recruitment & Sources	Entry Level	Growth (Occupation)	Promotion	Employer's Perception of Avail. Jobs	Entry Requirements Ed.	Exp.	Emp. Tr. Time	Programs OJT	CT
Manager	7.7	53.8	+2	Salary+2	Salary+2	None 0	Internal	-1	Stable+2	None 0	NA 0	0	NA	OJT		
Buyer, R/W Trade	3.8	26.5	+1	2.50 0 3.00	3.00+1 3.50	Slight-1	External; W	+1	Stable+2	None 0	NA 0	0	24 wks	4 wks.		
Stock Clerk Sales Fl.	7.7	53.8	+2	2.50 0 3.00	3.00+1 3.50	None 0	External; W	+1	Stable+2	None 0	NA 0	0	0	1 wk.		
General Clerk	7.7	53.8	+2	2.50 0 3.00	3.00+1 3.50	None 0	External	+1	Stable+2	None 0	Scarce+3	12	0	4 wks.		
Stock Clerk, Strm.	15.3	106.9	+3	2.50 0 3.00	3.00+1 3.50	Slight-1	External	+1	Stable+2	None 0	Scarce+3	12	0	4 wks.		
Bookkeeper, Hand	3.8	26.5	+1	2.50 0 3.00	3.00+1 3.50	None 0	External	+1	Stable+2	None 0	Scarce+3	12	0	NA		
Cashier	54	399.5	+3	2.50 0	3.00+1	Slight-1	External; W,A.	+1	Stable+2	None 0	Scarce+3	12	0	1 wk.		

Industry Occupation SIC 551 Auto Dealers	% Employment (Industry) (328)			Wages Start	Wages After	Seasonality	Recruitment & Sources	Entry Level	Growth (Occupation)	Promotion	Employer's Perception of Avail. Jobs	Entry Requirements Ed.	Exp.	Emp. Tr. Time	Programs OJT	CT
Manager	19.1	62.6	+2	Salary+2	Salary+2	None 0	Internal	-1	Stable +2	None 0	Adequate+1	16	Lenghty	NA		
Office Supervisor	.7	3.2	0	Salary+2	Salary+2	None 0	Internal	-1	Stable + 2	None 0	Adequate+1	12	0	NA		
Salesperson	19.8	64.9	+2	Comm+2	Comm+2	None 0	External	+1	Good + 4	Manager+1	Adequate+1	12	0	4-8 wks.	7	
Foreman	1.4	4.6	0	NA 0	NA 0	None 0	Both	0	Stable +2	Manager+1	Surplus -2	12	NA	2-24 wks.	5	
Bookkeeper	3.5	11.5	0	NA 0	NA 0	None 0	External	+1	Stable +2	None 0	Surplus -2	12	0	4-6 wks.		
Write-up Person	1.4	4.6	0	NA 0	NA 0	None 0	Internal	-1	Stable +2	None 0	Adequate+1	12	0	4 wks.		
Auto Mechanic	18.4	60.3	+2	NA 0	NA 0	Slight-1	Both	0	Good + 4	Foreman+1	Adequate+1	12	1-2yrs	4-6 wks.		
Auto Body Repair	7.1	23.3	+1	Comm+2	Comm+2	None 0	Both	0	Good + 4	Foreman+1	Adequate+1	12	Some	12 wks or exp.		
Lubrication Person	.7	2.3	0	3.00 0	3.50 +1	None 0	Both	0	Good + 4	None 0	Adequate+1	12	0	3 wks.	4	
Vinyl Top & Moulding Person	.7	2.3	0	NA 0	NA 0	None 0	External	+1	Stable +2	None 0	Adequate+1	12	1-2yrs	0		
Clerk	2.1	6.9	0	3.00 0	3.50 +1	None 0	External	+1	Stable +2	None 0	Surplus-2	12	0	4-16 wks.		
Clean-up Person	9.9	32.5	+1	2.50 0	4.50 +1	None 0	External	+1	Stable +2	None 0	Adequate+1	0	0	1-3 wks.	5	
Auto Washer	3.5	11.5	0	2.50 0	3.50 +1	None 0	External	+1	Stable +2	None 0	Adequate+1	0	0	0		

Industry Occupation Auto Dealer	% Employment (Industry) (328)		Wages Start		After		Seasonality	Recruitment & Sources	Entry Level	Growth (Occupation)	Promotion	Employer's Perception of Avail. Jobs	Entry Requirements Ed.	Exp.	Emp. Tr. Time	Programs OJT	CT
Helper	2.1	6.9 0	2.50	0	3.00	0	NA 0	External	+1	Stable+2	None 0	Surplue-2	0	0	2-12 wks		
Parts Clerk	8.5	27.9 +1	2.50	0	3.25	0	NA 0	Both	0	Stable+2	Mechanic+1	NA 0	12	0	4-12 wks	5	
Truck	.7	2.3 0	NA	0	NA	0	None 0	External	+1	Stable+2	None 0	Adequate+1	12	0	0		

Industry Occupation SIC 554	% Employment (Industry)			Wages Start		After		Seasonality	Recruitment & Sources	Entry Level	Growth (Occupation)	Promotion	Employer's Perception of Avail. Jobs	Entry Requirements Ed.	Exp.	Emp. Tr. Time	Programs OJT	CT
Gasoline Station	(195)																	
Bookkeeper	8.6	16.8	0	2.50 3.00	0	3.50 3.50	+1	None 0	External; ES	+1	Stable+2	None 0	Adequate+1	0	Some	0-2 wks.		
Auto Mechanic	2.9	5.6	0	NA	0	NA	0	None 0	External; ES,N	+1	Stable+2	Station Attendant+1	Adequate+1	12+	12 mos.	0		
Station	85.3	166.3	+3	2.50	0	3.00	0	None 0	External; W, ES,N	+1	Good+4	None 0	Adequate+1	0	0-12 mos	0-4 wks.		

Industry Occupation SIC 58 Fast Food Rest.	% Employment (Industry) (826)	Wages Start	Wages After	Seasonality	Recruitment & Sources	Entry Level	Growth (Occupation)	Promotion	Employer's Perception of Avail. Jobs	Entry Requirements Ed.	Entry Requirements Exp.	Entry Requirements Emp. Tr. Time	Programs OJT	Programs CT
Manager	4.4 36.3 +1	Salary+2	Salary+2	None 0	NA	0	Stable+2	None 0	Adequate+1	12	NA	NA		
Asst. Manager	1.9 15.7 0	Salary+2	Salary+2	None 0	Internal	-1	Stable+2	Manager+1	Adequate+1	12	NA	3-6 mos.		
Dining Super.	1.9 15.7 0	Salary+2	Salary+2	None 0	Both	0	Stable+2	Asst.Manager +1	Adequate+1	0	0	NA		
Busboy	6.3 52 +2	2.50 0 3.00	3.50 +1	Slight-1	External; A:N.	+1	Stable+2	None 0	Adequate+1	0	0	1 wk.		
Hostess	5.7 47 +1	2.50 0 3.00	3.50 +1	None 0	External; A;N.	+1	Stable+2	Some to Manager+1	Adequate+1	0	0	NA		
Kitchen Helper	9.5 78.5 +2	2.50 0 3.00	3.5 +1	None 0	External; A., N.	+1	Stable+2	Cook+1	Adequate+1	0	0	1 wk		
Waiter-Waitress	40. 300 +3	2.50 0 3.00	3.5 +1	Slight-1	External; A.,N.	+1	Stable+2	Dining Super/	Adequate+1	0	0	2-7 days		
Counterman/ Woman	15 124 +3	2.50 0 3.00	3.00 +1 3.50	None 0	External, A.N.	+1	Stable+2	Hostess+1	Adequate+1	0	0	2-3 days		
Cook, S.O.	11.4 94 +2	2.50 0 3.00	3.00 +1 3.50	None 0	External; A.,N.	+1	Stable+2	Shift Super+1	Adequate+1	0	0	1-2 wks.		
Cook, Rest	.9 7.4 0	2.50 0 3.00	3.00 +1 3.50	None 0	External; A.N.	+1	Stable+2	Shift Super+1	Adequate+1	0	0	1-2 wks		
Janitor/Porter	1.9 15.7 0	2.50 0	3.00 0	None 0	External; A.N.	+1	Stable+2	None 0	Adequate+1	0	0	0		
Shift Supervisor	1.9 15.7 0	Salary+2	Salary+2	None 0	Both; A	0	Stable+2	Asst. Mag.+1	Adequate+1	12	0	2-4 wks.		

Industry Occupation SIC 58	% Employment (Industry)		Wages Start	Wages After	Seasonality	Recruitment & Sources	Entry Level	Growth (Occupation)	Promotion	Employer's Perception of Avail. Jobs	Entry Requirements Ed.	Entry Requirements Exp.	Entry Requirements Emp. Tr. Time	Programs OJT	Programs CT
Dining Rest. (826)															
Manager	4	33.0	+1	Salary+2	Salary+2	None 0	NA	0	Stable+2	NA 0	Adequate+1	12	0	OJT	
Hostess	10	82.6	+2	NA 0	NA 0	None 0	Both	0	Stable+2	None 0	Adequate+1	0	0	1 wk.	
Kitchen Helper	10	82.6	+2	NA 0	NA 0	Slight-1	External; W,A	+1	Stable+2	Cook +1	Adequate+1	0	0	0	
Waiter/ Waitress	44	363	+3	NA 0	NA 0	Slight-1	External; A	+1	Stable+2	Hostess+1	Adequate+1	0	0	1-3 wks.	
Cook. Rest	18	148.7	+3	NA 0	NA 0	None 0	External; W,A	+1	Stable+2	Chef+1	Adequate+1	0	6 mos.	2-4wks.	
Janitor/ Porter	2	16.5	0	NA 0	NA 0	None 0	External; A	+1	Stable+2	None 0	Adequate+1	0	0	2 days	
Bookkeeper	4	33.0	+1	NA 0	NA 0	None 0	External; A	+1	Stable+2	None 0	Adequate+1	12	Some	0-6 mos.	
Cashier	4	33.0	+1	NA 0	NA 0	None 0	External; A	+1	Stable+2	Hostess+1	Adequate+1	0	0	2 days	
Bar Manager	2	16.5	0	NA 0	NA 0	None 0	External; W,A	+1	Stable+2	None 0	Adequate+1	0	Some	2 days-1 wk.	

Industry Occupation SIC 65	% Employment (Industry)		Wages Start		After		Seasonality	Recruitment & Sources	Entry Level	Growth (Occupation)	Promotion	Employer's Perception of Avail. Jobs	Entry Requirements Ed.	Exp.	Emp. Tr. Time	Programs OJT	CT
Real Estate	(133)																
Broker	41.6	55.3	+2	Comm+2	Comm+2		None 0	Internal	-1	Stable+2	None 0	Adequate+1	State License	5 yrs Sales Exp.	0		
Sales-Person	41.6	55.3	+2	Comm+2	Comm+2		None 0	External; N,W,A	+1	Good+4	Broker+1	Scarce+3	State License	0	0-continual		
Secretary	16.6	22	+1	2.50	0	3.00 0	None 0	External; W,N	+1	Stable+2	None 0	Adequate+1	Skill Test	0	2-4 wks.		

Industry Occupation SIC 70 Hotel/Motel	% Employment (Industry) (243)			Wages Start	Wages After	Seasonality	Recruitment & Sources	Entry Level	Growth (Occupation)	Promotion	Employer's Perception of Avail. Jobs	Entry Requirements Ed.	Exp.	Emp. Tr. Time	Programs OJT	CT
Manager	2.8	6.8	0	Salary+2	Salary+2	None 0	External	+1	Stable+2	Regional Director+1	Adequate+1	12-16	6 mos.	8 wks.		
Accountant/ Auditor	2.8	6.8	0	3.50 +1	9.00 +2	None 0	Both	0	Stable+2	Asst. Mgr. +1	Adequate+1	12-14	1 year	3 wks-1yr		
Housekeeper (3)	2	4.8	0	4.50 +1	7.00 +2	None 0	Internal	-1	Stable+2	None 0	Adequate+1	12	6 mos	3 wks-6mos.		
Maid	20	48.6	+1	2.65 0	3.00 0	Yes -2	Both	0	Stable+2	Housekeeper+1	Adequate+1	0-12	0	3 days-4wks.		
Janitor	6.2	15	0	3.00 0	NA 0	None 0	Both	0	Stable+2	Maintenance+1	Adequate+1	0	0	2 days-2wks.		
Bartender	6.2	15	0	3.00 0	NA 0	None 0	Internal	-1	Stable+2	None 0	Adequate+1	12	0	10days		
Busboy	2.8	6.8	0	2.65 0	NA 0	None 0	External	+1	Stable+2	Waiter/Front Desk	Adequate+1	0	0	2 days		
Kitchen Helper	6.2	15	0	2.65 0	3.00 0	Yes -2	External	+1	Stable+2	Cook +1	Adequate+1	0-12	3 mos.	2 days-2mos.		
Waiter/Wait-ress	27.6	67	+2	1.50 0	1.75 0	Yes -2	Both	0	Stable+2	Hostess+1	Adequate+1	0-12	0	10 days-2 wks.		
Cook-S.O.	4.8	11.6	0	3.00 0	NA 0	None 0	Internal	-1	Stable+2	None 0	Adequate+1	0	3 mos.	3 wks.		
Cook-Rest.	4.1	9.9	0	3.00 0	7.50 +2	None 0	Both	0	Stable+2	Supervisor+1	Adequate+1	0	3 mos.	3 wks-1yr.		
Maintenance Person	2.1	5	0	4.00 +1	4.50 +1	None 0	Both	0	Stable+2	Regional Maint. +1	Adequate+1	0	5 yrs.	5 days-1yr.		
Cashier	2.1	5	0	3.00 0	NA 0	None 0	Internal	-1	Stable+2	Front Desk+1	Adequate+1	12	0	4 days		
Bookkeeper	1.38	3.3	0	4.50 +1	5.00 +1	None 0	Both	0	Stable+2	Operations+1	Adequate+1	12	0	6 wks-3mos.		

Industry Occupation	% Employment (Industry)			Wages Start	Wages After	Seasonality	Recruitment & Sources	Entry Level	Growth (Occupation)	Promotion	Employer's Perception of Avail. Jobs	Entry Requirements Ed.	Exp.	Emp. Tr. Time	Programs OJT	CT
Hotel/Motel	(243)															
Hostess	1.38	3.3	0	3.50 +1	NA +1	None 0	Internal	-1	Stable+2	Front Desk+1	Adequate+1	NA	NA	2 wks.		
Chef	.69	1.7	0	Salary+2	Salary+2	None 0	External	+1	Stable+2	None 0	Adequate+1	16Voc. Ed.	0	4 years		
Banquet Manager	.69	1.7	0	4.75 +1	NA +1	None 0	Both	0	Stable+2	None 0	Adequate+1	NA	NA	2 wks.		
Desk Clerk	6.2	15	0	3.25 +1	NA +1	None 0	Internal	-1	Stable+2	Desk Super.+1	Adequate+1	12	0	6 wks-3mos.		

Industry Occupation SIC 41	% Employment (Industry)			Wages Start	Wages After	Seasonality	Recruitment & Sources	Entry Level	Growth (Occupation)	Promotion	Employer's Perception of Avail. Jobs	Entry Requirements Ed.	Exp.	Emp. Tr. Time	Programs OJT	CT
Transit Authority	(53)															
Driver	71.9	38	+1	4.30+1	4.50+1	Slight-1	External; ES	+1	Stable+2	None 0	Adequate+1	12	0	0	2W	
Dispatcher	3.1	1.6	0	4.50+1	5.00+1	None 0	Internal	-1	Stable+2	None 0	Adequate+1	0	Some	0	2W	
Mechanics	9.4	5	0	4.00+1	4.50+1	None 0	External; ES	+1	Stable+2	None 0	Adequate+1	0	Some	0	1W	
Cleaner	3.1	1.6	0	3.00 0	3.50+1	None 0	External; ES	+1	Stable+2	None 0	Adequate+1	0	0	0	1W	
Accountant	3.1	1.6	0	4.00+1	4.50+1	None 0	External; ES	+1	Stable+2	None 0	Adequate+1	12-14	0	0	4W	
Secretary	3.1	1.6	0	3.00 0	3.50+1	None 0	External; ES	+1	Stable+2	None 0	Adequate+1	12	0	0	2W	
P/T Clerk	3.1	1.6	0	3.00 0	3.50+1	None 0	External; ES	+1	Stable+2	None 0	Adequate+1	12	0	0	2W	
Asst. Bookkeeper	3.1	1.6	0	3.00 0	3.50+1	None 0	External; ES	+1	Stable+2	None 0	Adequate+1	12	0	0	2W	

Industry Occupation SIC 41	% Employment (Industry)			Wages Start		After	Seasonality	Recruitment & Sources	Entry Level	Growth (Occupation)	Promotion	Employer's Perception of Avail. Jobs	Entry Requirements Ed.	Exp.	Emp. Tr. Time	Programs OJT	CT
Taxi Service	(53)																
Driver	85.7	45.4	+1	3.00 +1 3.50 + tips		NA 0	None 0	External; N	+1	Declining-2	Dispatcher	Adequate+1	0	0	0	1W	
Dispatcher	11.9	6.3	0	3.00+1 3.50		3.50+1 4.00	None 0	External; N	+1	Stable+2	None 0	Adequate+1	0	Some	0	4W	
Office Clerk	2.4	1.3	0	2.5 0		3.00	None 0	External; N	+1	Stable+2	None 0	Adequate+1	0	0	0	1W	

APPENDIX C

A WEIGHTING SYSTEM

The Relative Weights of Occupational Variables

1. The number of Employees in an occupation within an industry

Number of Employees	Weights
0 - 19	0
20 - 49	+1
50 - 99	+2
100 - Over	+3

2. Wages by occupation within an industry.*

Wage Rate	Weights
$0 - 3.00	0
$3.01 - 5.00	+1
$5.01 - over	+2
Salary and Commission	+2
Not Available	0

*Wages are divided into two groups. The first group shows the starting wage while the second group indicates the wage rate after one year.

3. Seasonality of occupations within an industry.

Seasonality	Weights
Seasonal (yes)	-2
Slight Seasonality	-1
Not Seasonal	0
Not Available	0

4. Entry level of occupations within an industry.

Recruitment Sources	Entry Level Weight
Internal	-1
External	+1
Both	0
Not Available	0

5. Growth or expansion of occupations within an industry.

Growth	Weights
Decreasing	-2
Stable	+2
Good	+4
Substantial	+6

6. Promotional opportunities within an industry.

Promotion	Weights
Exists	+1
None	0
Not Available	0

7. Employer's perception of employment within an industry.

Employment	Weights
Surplus	-2
Adequate	+1
Scarce	+3
Not Available	0

APPENDIX D

RANKING OF ALL TRAVEL AND TOURISM RELATED OCCUPATIONS

Occupation - By Rank (i.e., 1 2 3... n)

1. Sales person - Real Estate
2. Carpenter - Construction
3. Sales person - Auto Dealer
4. Mechanic - Air Transportation
5. Auto Body Repair - Auto Dealer
   Avionic Tech. - Air Transportation
   Pilot - Air Transportation
   Construction Helper - Construction
   Driver - Greyhound Bus line
6. Dispatcher - Air Transportation
7. Butcher - Grocery - Chain Store
   Stock Clerk, Sales Fl. - Grocery - Chain Store
   Cashier - Grocery - Chain Store
   Counterman/Woman - Fast Food Restaurant
   General Clerk - Grocery - Corner Store
   Stock Clerk Strm. - Grocery - Corner Store
   Cashier - Grocery - Corner Store
   Manager - Hotel - Motel
   Station Attendant - Gasoline Station
8. Manager - Auto Industry
   Manager - Grocery - Chain Store
   Asst. Manager - Grocery - Chain Store
   Department Head - Grocery - Chain Store
   Produce Manager - Grocery - Chain Store
   Deli. Manager - Grocery - Chain Store
   Truck Driver - Air Transportation
   Station Agent - Air Transportation
   Manager - Fast Food Restaurant
   Dining Supervisor - Fast Food Restaurant
   Kitchen Helper - Fast Food Restaurant
   Waiter - Waitress - Fast Food Restaurant
   Cook, S. O. - Fast Food Restaurant
   Shift Supervisor - Fast Food Restaurant
   Foreman (general) - Construction
   Manager - Dining Restaurant
   Cook, Rest. - Dining Restaurant
   Bookkeeper, hand - Grocery Store
   Chef - Hotel/Motel
   Broker - Real Estate
9. Auto Mechanic - Auto Dealer
   Bookkeeper, hand - Grocery - Chain Store
   Frozen Food Manager - Grocery - Chain Store
   Dairy Manager - Grocery - Chain Store
   Meat Manager - Grocery - Chain Store
   Deli. Helper - Grocery - Chain Store
   Line Service - Air Transportation
   Clerical - Air Transportation
   Manager - Air Transportation
   Asst. Manager - Fast Food Restaurant

Hostess - Fast Food Restaurant
Foreman (crew) - Construction
Counter Sales person - Construction
Electrician - Construction
Waiter - Waitress - Dining Restaurant
Manager - Grocery - Corner Store
Accountant - Auditor - Hotel/Motel

10. Office Supervisor - Auto Dealer
Lubrication person - Auto Dealer
Clean-up person - Auto Dealer
Parts Clerk - Air Transportation
Director - Air Transportation
Busboy - Fast Food Restaurant
Cook, Rest. - Fast Food Restaurant
Secretary - Construction
Kitchen Helper - Dining Restaurant
Cashier - Dining Restaurant
Driver - Transit Authority
Mechanic - Transit Authority
Accountant - Transit Authority
Stock Clerk, Sales, Fl. - Grocery - Corner Store
Cook - Rest. - Hotel/Motel
Maintenance person - Hotel/Motel
Bookkeeper - Hotel/Motel
Secretary - Real Estate
Dispatcher - Taxi Service

11. Housekeeper - Hotel/Motel
Busboy - Hotel/Motel
Hostess - Hotel/Motel
Banquet Manager - Hotel/Motel
Desk Clerk - Hotel/Motel
Auto Washer - Auto Dealer
Parts Clerk - Auto Dealer
Head Stocker - Grocery - Chain Store
Meat Wrapper - Grocery - Chain Store
Sales person - Air Transportation
Draftsman - Construction
Hostess - Dining Restaurant
Bookkeeper - Dining Restaurant
Cleaner - Transit Authority
Secretary - Transit Authority
P/T Clerk - Transit Authority
Asst. Bookkeeper - Transit Authority
Bookkeeper - Gasoline Station
Auto Mechanic - Gasoline Service

12. Janitor - Hotel/Motel
Waiter - Waitress - Hotel/Motel
Vinyl Top and Moulding person - Auto Dealer
Truck Driver, light - Auto Dealer
Head Cashier - Grocery - Chain Store
Janitor - Porter - Fast Food Restaurant
Truck Driver, Heavy - Construction
Dock Worker - Construction
Janitor - Porter - Dining Restaurant
Bar Manager - Dining Restaurant
Dispatcher - Transit Authority

Buyer, R/W Trade - Grocery - Corner Store
Office Clerk - Taxi Service

13. Maid - Hotel/Motel
Kitchen Helper
Cashier - Hotel/Motel
Driver - Taxi Service

14. Bartender - Hotel/Motel
Cook - S.O. - Hotel/Motel
Write-up person - Auto Dealer
Clerk - Auto Dealer

15. Foreman - Auto Dealer
Bookkeeper - Auto Dealer
Helper - Auto Dealer

APPENDIX E

Scarce Jobs: The Employer's Perception of Available Jobs by Industry

I. Construction Industry

1. General Foreman - Even though at the present time there is no vacancy for this occupation, it is expected some scarcity may occur within the next few years.
2. Crew Foreman - There is a need for more crew foremen; however, the job is internally filled.
3. Carpenter - It is believed that more carpenters are needed in the future; scarcity most likely will develop within the next few years.
4. Helper - The future for this occupation is good. There are no vacancies at the present time but there is need for a few more helpers who are externally employed.

II. Real Estate

1. Sales person - part-time and full-time sales person is needed. However, real estate courses are required for the exam and licensing.

III. Grocery Store

1. There is a limited amount of scarcity of people for clerical jobs in this industry. The corner grocery stores will have need for general and stock clerks as well as bookkeeper and cashiers. However, the smaller grocery stores offer less pay to their employees than the larger chain stores.

IV. Air Transportation

1. Mechanics are needed in the air transportation industry. The mechanics constitute about 15 percent of the employment in this industry. They are externally recruited and receive relatively high wages.
2. Avionic technicians are also scarce and are externally hired. There is a need for more technicians in this industry.
3. Dispatchers are also needed but only a small number are employed.
4. Pilots make up about 30 percent of the industry employment and are scarce. It is believed that this is a high paying job with a good future.

APPENDIX F

Table of Occupations by recruitment source, growth, and scarcity

Industry	Occupation	Recruitment Sources	Growth*	Scarcity	Over all Rank Ind.	Occ.
Automotive Dealer	Salesperson	External	Some	Adequate	6	3
Automotive Dealer	Auto Mechanic	Both (Ext.,Int.)	Some	Adequate	6	9
Automotive Dealer	Auto Body Repair	Both (Ext.,Int.)	Some	Adequate	6	5
Automotive Dealer	Lubrication person	Both (Ext.,Int.)	Some	Adequate	6	10
Air Transportation	Line Service	External	Some	Adequate	2	9
Air Transportation	Truck Driver	Both (Ext.,Int.)	Substantial	Adequate	2	8
Air Transportation	Mechanic	External	Substantial	Scarce	2	3
Air Transportation	Avionic Tech.	External	Good	Scarce	2	5
Air Transportation	Parts Clerk	Internal	Some	Adequate	2	10
Air Transportation	Clerical	External	Good	Adequate	2	9
Air Transportation	Dispatcher	Both (Ext.,Int.)	Some	Scarce	2	6
Air Transportation	Pilot	External	Good	Scarce	2	5
Air Transportation	Station Agent	External	Good	Adequate	2	8
Air Transportation	Manager	Internal	Some	Adequate	2	9
Contruction	General Foreman	Internal	Some	Scarce	3	8
Construction	Crew Foreman	Internal	Good	Scarce	3	9
Construction	Carpenter	Both (Ext.,Int.)	Good	Scarce	3	2

Industry	Occupation	Recruitment Sources	Growth*	Scarcity	Over all Rank Ind.	Occ.
Construction	Helper	External	Good	Scarce	3	5
Real Estate	Salesperson	External	Good	Scarce	1	1
Gasoline Station	Station Attendant	External	Some	Adequate	4	7

*The emphasis in this table is on occupational growth within each industry.

Appendix G

Occupation Industry	% Employment	Wages Start	Wages After	Seasonality	Recruitment Sources	Entry Level	Growth (Occupation)	Promotion	Employer's Perception of Employment	Entry Requirements Ed	Exp.	Emp. Tr. Time	Total Points
Manager													
Fast Food Restaurant	4.4	36.3 +1	Salary +2	Salary +2	None 0	NA	0	Stable +2	None 0	Adequate +1	12	NA	NA	8
Auto Dealers	19.1	62.6 +2	Salary +2	Salary +2	None 0	Internal	+1	Stable +2	None 0	Adequate +1	16	lengthy	NA	8
Grocery - Chain Store	2.97	20.7 +1	Salary +2	Salary +2	None 0	NA	0	Stable +2	NA 0	Adequate +1	12	1 yr.	NA	8
Grocery - Corner Store	7.7	53.8 +2	Salary +2	Salary +2	None 0	Internal	-1	Stable +2	None 0	NA 0	0	NA	OJT	7
Hotel - Motel	2.8	6.8 0	Salary +2	Salary +2	None 0	External	+1	Stable +2	Reginal Dir. +1	Adequate +1	12-16	6 mos.	8 Wks.	9
Dining Restaurant	4	33 +1	Salary +2	Salary +2	None 0	NA	0	Stable +2	NA 0	Adequate +1	12	0	OJT	8
Air Transportation	5	1.2 0	4.50 +1	5.00 +1	None 0	Internal	-1	Good +4	Director + 1	Adequate +1	NA	NA	4 Wks.	7
Asst. Manager													
Fast Food Restaurant	1.9	15.7 0	Salary +2	Salary +2	None 0	Internal	-1	Stable +2	Manager +1	Adequate +1	12	NA	3-6 Mos.	7
Auto Dealer	.7	2.3 0	Salary +2	Salary +2	None 0	Internal	-1	Stable +2	None 0	Adequate +1	12	0	NA	6
Grocery - Chain Store	2.97	20.7 +1	Salary +2	Salary +2	None 0	Internal	-1	Stable +1	Manager +1	Adequate +1	12	6 Mos. 1 Yr.	NA	8
Hostess													
Fast Food Restaurant	5.7	47 +1	2.50 3.00 0	350 +1	None 0	External;A.,N.	+1	Stable +2	Some to Mgr.+1	Adequate +1	0	0	NA	7
Hotel - Motel	1.38	3.3 0	3.50 +1	NA +1	None 0	Internal	-1	Stable +2	Front Desk +1	Adequate +1	NA	NA	2 Wks.	5
Dining Restaurant	10	82.6 +2	NA 0	NA 0	None 0	Ext., Int.	0	Stable +2	None 0	Adequate +1	0	0	1 Wk.	5

Occupation Industry	% Employment			Wages Start	Wages After	Seasonality	Recruitment Sources	Entry Level	Growth (Occupation)	Promotion		Employer's Perception of Employment	Entry Requirements Ed.	Entry Requirements Exp.	Entry Requirements Emp. Tr. Time	Total Points
Dept. Manager/Head																
Grocery - Chain Store (Dept. Head)	2.97	20.7	+1	Salary +2	Salary +2	None 0	Internal	-1	Stable +2	Asst. Mgr.	+1	Adequate +1	12	6 Mos.	NA	8
Grocery - Chain Store (Frozen Food Mgr.)	1.2	8.4	0	Salary +2	Salary +2	None 0	NA	0	Stable +2	NA	0	Adequate +1	12	0	NA	7
Grocery - Chain Store (Dairy Mgr.)	1.2	8.4	0	Salary +2	Salary +2	None 0	NA	0	Stable +2	NA	0	Adequate +1	12	0	NA	7
Grocery - Chain Store (Meat Mgr.)	1.2	8.4	0	Salary +2	Salary +2	None 0	Int., Ext.	0	Stable +2	None	0	Adequate +1	12	6 Mos. 1 Yr.	NA	7
Grocery - Chain Store (Produce Mgr.)	1.2	8.4	0	Salary +2	Salary +2	None 0	External	+1	Stable +2	NA	0	Adequate +1	12	0	NA	8
Grocery - Chain Store (Deli. Mgr.)	1.2	8.4	0	Salary +2	Salary +2	None 0	External	+1	Stable +2	NA	0	Adequate +1	12	0	NA	8
Hotel - Motel (Banquet Mgr.)	.69	1.7	0	4.75+1	NA+1	None 0	Int., Ext.	0	Stable +2	None	0	Adequate +1	NA	NA	2 Wks.	5
Air Transportation (Station Agent)	18	4.3	0	3.00 0	3.50+1	None 0	External	+1	Good +4	Station Mgr.	+1	Adequate +1	Voc. Ed.	1 Mo.	4 Wks.	8

Industry Occupation	% Employment			Wages Start		After		Seasonality		Recruitment Sources	Entry Level		Growth (Occupation)		Promotion		Employer's Perception of Employment		Entry Requirements Ed.	Exp.	Emp. Tr. Time	Total Points
Secretary																						
Construction	7.3	29	+1	3.00	0	3.50	+1	None	0	External;ES,N.	+1		Stable	+2	None	0	Adequate	+1	12	0-1 Yr.	4-52 Wks.	6
Transit Authority	3.1	1.6	0	3.00	0	3.50	+1	None	0	External;ES.	+1		Stable	+2	None	0	Adequate	+1	12	0	0	5
Real Estate	16.6	22	+1	2.50 3.00	0	3.00 3.50	+1	None	0	External;W.,N.	+1		Stable	+2	None	0	Adequate	+1	Skill Test	0	2-4 wks.	6
Sales Person																						
Auto Dealer	19.8	64.9	+2	Comm.	+2	Comm.	+2	None	0	External	+1		Good	+4	Manager	+1	Adequate	+1	12	0	4-8 Wks.	13
Air Transportation	5	1.2	0	5.00	+1	5.50	+2	None		Internal	-1		Stable	+2	None	0	Adequate	+1	NA	NA	4 Wks.	5
Real Estate	41.6	55.3	+2	Comm.	+2	Comm.	+2	None	0	External;N,W,A.	+1		Good	+4	Broker	+1	Scarce	+3	State License	0	0-continual	15
Mechanic																						
Auto Dealer	18.4	60.3	+2	NA	0	NA	0	Slight	-1	Int.,Ext.	0		Good	+4	Foreman	+1	Adequate	+1	12	1-2 Yrs.	4-6 Wks.	7
Air Transportation	15	3.6	0	4.00	+1	4.50	+1	None	0	External	+1		Subst.	+6	Mainten.Mgr.	+1	Scarce	+3	2 yrs. Tech.	2 Yrs.	1-Yr. OJT+ Class	13
Transit Authority	9.4	5	0	4.00	+1	4.50	+1	None	0	External;ES.	+1		Stable	+2	None	0	Adequate	+1	0	Some	0	6
Gasoline Station	2.9	5.9	0	NA	0	NA	0	None	0	External;ES,N.	+1		Stable	+2	Station Attend.	+1	Adequate	+1	12 + Voc.Ed.	12 Mos.	0	5
Dispatcher																						
Air Transportation	4	.96	0	3.50	+1	4.00	+1	None	0	Int.,Ext.	0		Good	+4	Chief Coord.	+1	Scarce	+3	12	1 Yr.	12 Wks.	10
Transit Authority	3.1	1.6	0	4.50	+1	5.00	+1	None	0	External	-1		Stable	+2	None	0	Adequate	+1	0	Some	0	4
Taxi Service	11.9	6.3	0	3.00 3.50	+1	3.50 4.00	+1	None	0	External;N.	+1		Stable	+2	None	0	Adequate	+1	0	Some	0	6

Industry Occupation	% Employment			Wages Start		After		Seasonality		Recruitment Sources	Entry Level	Growth (Occupation)		Promotion		Employer's Perception of Employment		Entry Requirements Ed.	Exp.	Emp. Tr. Time	Total Points
Clerk																					
Hotel - Motel	6.2	15	0	3.25	+1	NA	+1	None	0	Internal	-1	Stable	+2	Desk Super.	+1	Adequate	+1	12	0	6 Wks.-3 Mos.	5
Auto Dealer	2.1	6.9	0	3.00	0	3.50	+1	None	0	External	+1	Stable	+2	None	0	Surplus	-2	12	0	4 - 16 Wks.	2
Grocery - Corner Store	7.7	53.8	+2	2.50 3.00	0	3.00 3.50	+1	None	0	External	+1	Stable	+2	None	0	Scarce	+3	12	0	4 Wks.	9
Air Transportation	5	1.2	0	2.50	0	3.00	0	None	0	External	+1	Good	+4	Exec. Sec.	+1	Adequate	+1	Voc.Ed.	0	4 Wks.	7
Transit Authority	3.1	1.6	0	3.00	0	3.50	+1	None	0	External;ES.	+1	Stable	+2	None	0	Adequate	+1	12	0	0	5
Taxi Service	2.4	1.3	0	2.5	0	3.00	0	None	0	External;N.	+1	Stable	+2	None	0	Adequate	+1	0	0	0	4
Stock Clerk, Sales Fl.																					
Grocery - Chain Store	16.8	117.4	+3	3.00 3.50	+1	3.50 4.00	+1	Slight	-1	External	+1	Stable	+2	Head Stocker	+1	Adequate	+1	12	0	2-4 Wks.	9
Grocery - Corner Store	7.7	53.8	+2	2.50 3.00		3.00 3.50	+1	None	0	External	+1	Stable	+2	None	0	NA	0	0	0	1 Wk.	6
Parts Clerk																					
Air Transportation	5	1.2	0	3.00	0	3.50	+1	None	0	Internal	-1	Good	+4	Parts Mgr.	+1	Adequate	+1	12	3 Mos.	8 Wks.	6
Auto Dealer	8.5	27.9	+1	2.50	0	3.25	+1	NA	0	Int.,Ext.	0	Stable	+2	Mechanic	+1	NA	0	12	0	4-12 Wks.	5
Helper																					
Auto Dealer	2.1	6.9	0	2.50	0	3.00	0	NA	0	External		Stable	+2	None	0	Surplus	-2	0	0	8 Wks.	6
Construction	12.2	49	+1	3.00	0	4.00	+1	Yes	-2	External;Es.,N.		Subst.	+6	Carpenter	+1	Scarce	+3	0	24 Mos.	4-12 Wks.	5

Occupation Industry	% Employment			Wages Start		Wages After		Seasonality		Recruitment Sources	Entry Level	Growth (Occupation)	Promotion		Employer's Perception of Employment		Entry Requirements Ed.	Exp.	Emp. Tr. Time	Total Points
Bookkeeper																				
Dining Restaurant	4	33	+1	NA	0	NA	0	None	0	External; A	+1	Stable +2	Hostess	+1	Adequate	+1	12	Some	0-6 Mos.	5
Hotel - Motel	1.38	3.3	0	4.50	+1	5.00	+1	None	0	Int., Ext.	0	Stable +2	Operation	+1	Adequate	+1	12	0	6 Wks.-3 Mos.	6
Auto Dealer	3.5	11.5	0	NA	0	NA	0	None	0	External	+1	Stable +2	None	0	Surplus	-2	12	0	4-6 Wks.	1
Grocery - Chain Store	4.9	34.2	+1	3.00 3.50	+1	3.50 4.00	+1	None	0	External	+1	Stable +2	None	0	Adequate	+1	12	0	2 Wks.	7
Grocery - Corner Store	3.8	26.5	+1	2.50 3.00	0	3.00 3.50	+1	None	0	External	+1	Stable +2	None	0	Scarce	+3	12	0	OJT	8
Transit Authority	3.1	1.6	0	3.00	0	3.50	+1	None	0	External; ES.	+1	Stable +2	None	0	Adequate	+1	12	0	0	5
Gasoline Station	8.6	16.8	0	2.50 3.00		3.50	+1	None	0	External, ES.	+1	Stable +2	None	0	Adequate	+1	0	Some	0-2 Wks.	5
Accountant																				
Hotel - Motel	2.8	6.8	0	3.50	+1	9.00	+2	None	0	Int., Ext.	0	Stable +2	Asst. Mgr.	+1	Adequate	+1	12-14	1 Yr.	3Wks.-1Yr.	7
Transit Authority	3.1	1.6	0	4.00	+1	4.50	+1	None	0	External; ES.	+1	Stable +2	None	0	Adequate	+1	12-14	0	0	6
Cashier																				
Dining Restaurant	4	33	+1	NA	0	NA	0	None	0	External; A	+1	Stable +2	Hostess	+1	Adequate	+1	0	0	2 days	6
Hotel - Motel	2.1	5	0	3.00	0	NA	0	None	0	Internal	-1	Stable +2	Front Desk	+1	Adequate	+1	12	0	4 days	3
Grocery - Chain Store	43.5	304	+3	3.00 3.50	+1	3.50 4.00	+1	Slight	-1	External	+1	Stable +2	Head Cashier	+1	Adequate	+1	12	0	1-2 Wks.	9
Grocery - Corner Store	54	377.5	+3	2.50 3.00	+0	3.00 3.50	+1	Slight	-1	External; W.,A.	+1	Stable +2	None	0	Scarce	+3	12	0	1 Wk.	9

Occupation Industry	% Employment			Wages Start		Wages After		Seasonality		Recruitment Sources	Entry Level	Growth (Occupation)	Promotion		Employer's Perception of Employment	Entry Requirements Ed.	Exp.	Emp. Tr. Time	Total Points
Supervisors																			
Fast Food Restaurant (shift Super.)	1.9	15.7	0	Salary	+2	Salary	+2	None	0	Int.,Ext.,A	0	Stable +2	Asst.Mgr.	+1	Adequate +1	12	0	2-4 Wks.	8
Auto Dealer (office Super.)	.7	2.3	0	Salary	+2	Salary	+2	None	0	Internal	-1	Stable +2	None	0	Adequate +1	12	0	NA	6
Fast Food Restaurant (Dining Super.)	1.9	15.7	0	Salary	+2	Salary	+2	None	0	Int., Ext.	0	Stable +2	Asst.Mgr.	+1	Adequate +1	0	0	NA	8
Waiter - Waitress																			
Fast Food Restaurant	40	330	+3	2.50 3.00	0	3.5	+1	Slight	-1	External;A.,N.	+1	Stable +2	Dining Super./ Hostess	+1	Adequate +1	0	0	2-7 days	8
Dining Restaurant	44	363	+3	NA	0	NA	0	Slight	-1	External; A	+1	Stable +2	Hostess	+1	Adequate +1	0	0	1-3 Wks.	7
Hotel - Motel	27.6	67	+2	1.50 + Tips	0	1.75 + Tips		Yes	-2	Int.,Ext.	0	Stable +2	Hostess	+1	Adequate +1	0-12	0	10 days-2 Wks.	4
Cook, S.O.																			
Fast Food Restaurant	11.4	94	+2	2.50 3.00	0	3.00 3.50	+1	None	0	External;A.,N.	+1	Stable +2	Shift Super.	+1	Adequate +1	0	0	1-2 Wks.	8
Hotel - Motel	4.8	11.6	0	3.00		NA	0	None	0	Internal	-1	Stable +2	None	0	Adequate +1	0	3 Mos.	3 Wks.	2
Cook, Rest.																			
Fast Food Restaurant	.9	7.4	0	2.50 3.00	0	3.00 3.50	+1	None	0	External;A.,N.	+1	Stable +2	Shift Super.	+1	Adequate +1	0	0	1-2 Wks.	6
Hotel - Motel	4.1	9.9	0	3.00	0	7.50	+2	None	0	Int.,Ext.	0	Stable +2	Supervisor	+1	Adequate +1	0	3 Mos.	3 Wks.-1 Yr.	6
Dining Restaurant	18	148.7	+3	NA	o	NA	0	None	0	External;W.,A.	+1	Stable +2	Chef	+1	Adequate +1	0	6 Mos.	2-4 Wks.	8

Occupation Industry	% Employment			Wages Start		Wages After		Seasonality		Recruitment Sources	Entry Level	Growth (Occupation)	Promotion		Employer's Perception of Employment	Entry Requirements Ed.	Exp.	Emp. Tr. Time	Total Points
Busboy																			
Fast Food Restaurant	6.3	52	+2	2.50 3.00	0	3.50	+1	Slight	-1	External;A.,N.	+1	Stable +2	None	0	Adequate +1	0	0	1 Wk.	6
Hotel - Motel	2.8	6.8	0	2.65	0	NA	0	None	0	External	+1	Stable +2	Waiter/Front Desk	+1	Adequate +1	0	0	2 days	5
Janitor/Porter																			
Fast Food Restaurant	1.9	15.7	0	2.50	0	3.00	0	None	0	External;A.,N.	+1	Stable +2	None	0	Adequate +1	0	0	0	4
Dining Restaurant	2	16.5	0	NA	0	NA	0	None	0	External;A.	+1	Stable +2	None	0	Adequate +1	0	0	2 days	4
Hotel - Motel	6.2	15	0	3.00	0	NA	0	None	0	Ext.,Int.	0	Stable +2	Maintenance	+1	Adequate +1	0	0	2 days-2 Wks.	4
Kitchen Helper																			
Fast Food Restaurant	9.5	78.5	+2	2.50 3.00	0	3.50	+1	None	0	External;A.,N.	+1	Stable +2	Cook	+1	Adequate +1	0	0	1 Wk.	8
Dining Restaurant	10	82.6	+2	NA	0	NA	0	Slight	-1	External;W.,A.	+1	Stable +2	Cook	+1	Adequate +1	0	0	0	6
Hotel - Motel	6.2	15	0	2.65	0	3.00	0	Yes	-2	External	+1	Stable +2	Cook	+1	Adequate +1	0-12	3 Mos.	2 days-2 Mos.	3
Bartender																			
Dining Restaurant	2	16.5	0	NA	0	NA	o	None	0	External;W.,A.	+1	Stable +2	None	0	Adequate +1	0	Some	2 days-1 Wk.	4
Hotel - Motel	6.2	15	0	3.00	0	NA	0	None	0	Internal	-1	Stable +2	None	0	Adequate +1	12	0	10 days	2

Industry Occupation	% Employment		Wages Start		Wages After		Seasonality		Recruitment Sources	Entry Level	Growth (Occupation)		Promotion		Employer's Perception of Employment	Entry Requirements Ed.	Exp.	Emp. Tr. Time	Total Points
Driver																			
Construction	2.4	9.6	0	3.30 +1	3.50	+1	Yes	-2	External;ES.,N.	+1	Stable	+2	None	0	Adequate +1	12	0	NA	4
Auto Dealer	.7	2.3	0	NA 0	NA	0	None	0	External	+1	Stable	+2	None	0	Adequate +1	12	0	0	4
Air Transportation	5	1.2	0	2.51 0	3.00	0	None	0	Int.,Ext.	0	Subst.	+6	Freigh Mgr.	+1	Adequate +1	12	3 Mos.	2 Wks.	8
Transit Authority	71.9	38	+1	4.30 +1	4.50	+1	Slight	-1	External	+1	Stable	+2	None	0	Adequate +1	12	0	0	6
Taxi Service	85.7	45.4	+1	3.00 3.50 +1	NA	0	None	0	Extemnal;N	+1	Declining	-2	Dispatcher	-2	Adequate +1	0	0	0	3
Greyhound Bus Line	NA	NA	0	Salary +2	Salary	+2	None	0	External	+1	Stable	+2	Local Mgr.	+1	Scarce +3	0	0	6 Wks.	11

APPENDIX H

APPROPRIATE TYPE OF CETA TRAINING PROGRAMS BASED ON EMPLOYERS ENTRY LEVEL REQUIREMENT

4 year degree program or equivalent:

Pilot
Avionic Technician
Chef
Manager
Draftsman
Accountant
Broker

2 year or structured Vocational Technical Training:

Mechanic
Carpenter
Secretary
Butcher
Electrician
Broker
Clerical
Bookkeeper
Clerk
Truck Driver, Heavy
Salesperson - Real Estate

Apprenticeship oriented (union oriented)

Butcher
Driver
Electrician
Carpenter
Chef

OJT only no Classroom Activities

1. Salesperson
2. Counterman/Countergirl
3. Station Agent
4. Cashier
5. Stock Clerk
6. Cook S.O.
7. Station Attendant (gas)
8. Counter Salesperson
9. General/Clerk
10. Driver (Taxi)
11. Waiter/Waitress
12. Kitchen Helper
13. Delicatessen/Helper
14. Clerical
15. Bookkeeper
16. Meat Wrapper
17. Hostess
18. Frozen Food Clerk
19. Part Clerk
20. Auto Body Repairman
21. Line Service
22. Asst. Bookkeeper
23. P/T Clerk
24. Office Clerk
25. Janitor/Porter
26. Auto Washer
27. Lub. person
28. Busboy
29. Helper (Auto Dealer)
30. Vinyl Top & Moulding
31. Write up person
32. Desk Clerk
33. Maintenance (H/M)
34. Bartender

Experience oriented = those who possess skill and have experience

1. Pilot
2. Mechanic
3. Carpenter
4. Foreman (crew const. & general)
5. Secretary
6. Butcher
7. Avionic Tech.
8. Driver (Greyhound)
9. Electrician
10. Broker
11. Shift Supervisor (fast food)'
12. Dept. Head (grocery)
13. Manager (auto)
14. Director (Air Transportation)
15. Draftsman (construction)
16. Dispatcher
17. Hostess
18. Dining Supervisor
19. Manager
20. Deli. Manager
21. Procuce Manager
22. Meat Manager
23. Dairy Manager
24. Frozen Food Manager
25. Office Supervisor
26. Manager (Hotel/Motel)
27. Manager (Air)
28. Accountant
29. Bar Manager
30. Buyer (Grocery)
31. Manager Grocery
32. Manager (Dining)
33. Head Stocker
34. Head Cashier
35. Truck Driver light heavy
36. Chef
37. Manager (Gas)
38. Cook
39. Housekeeper
40. Bartender

An Initial Report

on

A Study of the Potential for Economic Development in the Travel and Tourism Industry to Provide New Employment Opportunities for the Chronically Unemployed

Sponsors:

United States Department of Labor
West Virginia Governor's Office of
Economic And Community Development
West Virginia University

Principal Investigators

Randall S. Roberts
Randyl D. Elkin

Acknowledgements

Without the assistance of the following West Virginia Government agencies, the information provided in the text would have been impossible to develop. A complete listing of all the agencies who supplied data can be found at the end of the text.

1. West Virginia Department of Employment Security
   Labor and Economic Research Section
   112 California Avenue
   Charleston, West Virginia
   (Special thanks to Mr. Ralph Halstead).

2. Region VI Planning and Development Council
   Denvey Building
   Fairmont, West Virginia

3. Region VII Planning and Development Council
   Upshur County Courthouse
   Buckhannon, West Virginia

Introduction

The Project Purpose and Scope

Purpose

This project is designed to assess the impact that expansion and development in the travel and tourism industry in West Virginia will have on employers and employment in the state. The effect upon the employment of Title One Comprehensive Employment and Training Act (CETA) "significant segments" will be of particular interest in the study.

This project incorporates two principal components in addition to measurement. First, the demonstration area's population will be analyzed to determine the size, location and identity of the target population segments and a communication/motivation effort will be designed and implemented to get them into the employment stream as new or replacement travel industry jobs open up.

The second major component of this research will focus on developing interest and acceptance among travel industry employers in hiring target group individuals. While equal opportunity and CETA programs provide a substantial motivating force for this, it is important that these employers be positively motivated to seek out and hire target group individuals Most such business are too small to be readily visible to enforcement officers and are often not CETA contacts because none are by themselves major employers.

This project on employment impact is a companion project to "A Demonstration Project for Regional Economic Development in the Travel and Tourism Industry." The employment study is being conducted in three

phases. Phase I, presented here, is an examination of the social and economic characteristics of the Clarksburg/Harrison County, West Virginia labor market area. Phase II is an analysis of the employer demand side of the area labor market. The occupational composition of the labor market and its information flow mechanisms will be identified. Short run demand projections for labor in the demonstration market area will be made. Phase III combines the information and data obtained in the first two phases to develop means for coordinating the needs and interests of employers with the needs and interests of the chronically unemployed. It must be remembered that this is a demonstration project to determine the potential feasibility of using the travel and tourism industry as an engine of employment. A methodology will be developed so other areas in the country can duplicate this study in order to reduce the number of unemployed in their area.

Scope - Determination of the Labor Market Area

The geographic area this study will encompass is Harrison County and the surrounding counties which comprise its labor market area. Harrison County is both urban and rural in nature and considered to be a "typical" West Virginia county. Harrison County in and of itself doesn't comprise a major Standard Metropolitan Statistical Area (SMSA) either by state or national statistics. SMSA's are usually comprised of cities, counties or areas having a population of 100,000 or more. Projections of Harrison County in 1978 show the population to be around 74,000 of which 35% is located Clarksburg, the major metropolitan area in the county. Fifty-three percent of the county residents reside in municipal areas.

While this study will focus primarily on the Clarksburg/Harrison County area, the study will also look at the labor market area in which Harrison County resides. Harrison County, because it is not an SMSA, is considered to be a small rural labor market area according to the Department of Employment Security. For the purpose of this study, a labor market area had to be created around two factors: the commuting patterns in and out of Harrison County, and an allotted commuting time of forty-five minutes in to or out of Clarksburg. Illustration 1-1 demonstrates the commuting patterns based on the 1970 Census and illustration 1-2 shows a forty-five minute travel time towork in to and out of Clarksburg. Illustration 1-1 demonstrates that of the 21,094 persons working in Harrison County, eleven percent were non-county residents and that six percent of Harrison County working residents left the county for employment purposes.

Illustration 1-1 - Commuting Patterns

Illustration 1-2 - Traveling Times in and out of Clarksburg
(45 minutes)

The City of Clarksburg and Harrison County are the central focal points of this study. However, the following seven counties will also be analyzed where appropriate:

County	1980 Estimated Population	Percent of Area Total Population
Doddridge	6,262	1.9%
Harrison	85,249	26.0%
Marion	70,018	21,2%
Monongalia	82,276	25.0%
Taylor	15,948	4.8%
Barbour	19,843	6.0%
Lewis	19,531	5.9%
Upshur	29,923	9.0%

Source: Region VI Planning and Development Council, "How Many More"

Region VII. Planning and Development Council, "Overall Economic Development Plan"

The reason for creating a labor market area is that industrial development on a large scale in any one county could change the employment outlook in Harrison County. A Region VII survey of coal companies in that region shows an increase of 1500 additional miners will be hired in Barbour and Upshur counties alone by 1980. While county residents in Upshur and Barbour will probably absorb a lot of the jobs, one would have to assume the commuting patterns will change to meet the number of jobs not absorbed by county residents. It is because of this potential for change that the other seven counties in the created labor market will be analyzed where appropriate. Harrison County will be analyzed in as much depth as the statistics will allow.

For information concerning how the tables in the text were developed, interested readers will have to refer to the original source. Statistics used in the study are analyzed for content; the quality of the statistics is not critiqued. Because the Census is now eight years old, it was used in only those instances where more current information was not available.

The information obtained about the Harrison County Labor Market Area (HCLMA) has had to be obtained in a piecework fashion from various federal and state agencies. Because of the number of different agencies used and a lack of uniformity among them, consistent statistics have been hard to obtain. Each agency sets up its own administrative districts. In each district, there may or may not be the same counties. Where the district information is broken down to the county level, it will be used. Unfortunately, some agencies do not provide separate county information. In some of these instances, it will be possible to break out the county totals. Where this can't be done, district totals will be shown.

Social and Demographic Characteristics

The Country and the Labor Market Population (1900-1990)

Over the past seventy years, Harrison County has grown in population by over 200% from 25,000 in the early 1900's to the present estimated population of 74,000. This growth, howeverm has not been a steady, smooth, growth. Between 1900-1950, the county's population was on a steady increase. The population peaked in 1950 at 83,000, then from 1950 to 1970, the population declined by 13% to 74,000. Projections developed by Region VI indicate that once again Harrison County's population is expected to rise to 85,249 in 1990 a 17% increase over the 1970 population.

The table below demonstrates that Harrison County is both urban and rural in nature according to where residents reside. Fifty-one percent of the population lives in the municipal areas of the county while 49% live in the rural areas of the county.

Table 1

County and Municipal Populations 1970 - 1975

	1970	1975	% of 1975 Total
Harrison County	73,028	75,103	100.00%
Anmore	944	740	.01%
Bridgeport	4,777	5,251	6.90%
Clarksburg	24,864	23,152	30.80%
Lost Creek	571	677	.01%
Lumberport	957	1,056	1.40%
Nutterfort	2,379	2,192	2.90%
Salem	2,579	2,438	3.20%
Shinnston	2,576	2,935	3.90%
Stonewood	1,950	1,924	2.50%
West Millford	356	564	.07%
% Urban			51.60%
% Rural			48.40%

Source: Region VI - Housing Development Plan 1977/78

The number of Harrison County residents living in urban areas decreased between 1970 and 1975 by 2,000 while the overall population increased by

approximately 2,000. Region VI data and analysis indicate that the increases and decreases in the county's population seem to parallel expansions and contractions in coal and other related industries. They indicate, since 1970, that the reappraisal of coal as a major source of energy has significantly increased the area's population. Similarly, the rural location of mine portals has encouraged some urban to rural relocation.

The county's population between 1960 and 1970 declined 6.2%, this parallels West Virginia's which also registered a 6.2% decrease for that time period while the United States population increased by 13.3%. As indicated earlier the 1950-1970 population slump is expected to reverse itself between 1970 and 1990. Between 1970 - 1975, Harrison County's population was estimated to have increased by 3.8%. This is a 0.4% greater increase than West Virginia's estimated increase of 4,8%. Projected increases in the population (17% up to 1990) indicate and depend upon a bright future for the area as long as the growth is coupled with expansions in employment opportunities.

The population analysis for the total labor market area (all eight counties) is similar to that of Harrison County's seventy year period. The labor market population declined by 4,8% between 1960 and 1970, from 286,746 to 268,974. The labor market area showed steady increases in population from 1900 to 1950. Then the population exhibited a marked decline between 1950 and 1970, which lik Harrison County, leveled off in 1970 and is projected to expand between 1970 and 1990. Harrison County showed a greater decrease in population than the labor market average. Monongalia and Taylor were the only two counties in the labor market area whose population increased over the 1960-1970 time period (the increases were 14.6% and 4.4% respectively). Monongalia County is the only county that exceeded the U.S. increase of 13.3%. The range of projected growth for the labor market area can be seen in Table 2: the low in Doddridge (2%) and the high in Upshur (+50%).

TABLE 2

Population - Historical, Present, Projected 60, 70, 75, 80, 85, 90

Source: Region VI PDC "How Many More"
Region VII PDC "Economic Development Plan

County	60	70	% Δ 60-70	75	80	85	90	% Δ 70-90
Harrison	77,355	73,026	-6.2	75,819	79,103	82,404	85,249	17%
Lewis	19,711	17,847	-9.5	18,184	18,638	19,119	19,531	9.4%
Barbour	15,474	14,030	-9.1	14,905	16,788	18,737	19,843	41%
Doddridge	6,970	6,399	-8.3	6,390	6,376	6,329	6,262	-2%
Marion	63,717	61,356	-3.7	63,602	66,055	68,257	70,018	14%
Monongalia	65,417	63,714	14.6	68,657	73,927	78,525	82,276	29%
Taylor	14,010	12,670	-7.5	14,316	14,846	15,414	15,948	15%
Upshur	19,092	19,932	4.4	20,864	24,413	26,963	29,923	50%
Total	282,746	268,974	-4.8		300,146		329,050	9.6%

Table 2 shows the population by county from 1960 to 1990. The 1980 population for the area is expected to expand to a level 12% over the population. (Harrison County is projected to expand by 8%). The labor market area is projected to grow in size by another 9.6% between 1980 and 1990. The 1990 projected population of 329,050 is a 16% increase over the 1960 total.

The three largest counties, Harrison, Marion and Monongalia, comprise 62% of the labor market area's total population. Since this study centers around Harrison County, the following discussion of social characteristics focuses on its 75,103 residents. The majority of tables include all eight counties, but the discussion and analysis focus on Harrison County.

Age Distribution

Tables 3 and 4 show the age distribution of Harrison County residents in 1960 and 1970, and the projections of the age distribution by age cohort up to 1990. There are two reasons for analyzing the age distribution of an area. One is to determine the nature and availability of labor. The other is to determine what percentage of the population is dependent upon the rest. The following table demonstrates those in the age cohorts who are considered to be part of the prime labor force (20-64) and those who are largely dependent upon either other individuals or the government for their existence (1-20 and 65+).

Table 3

Harrison County
Total 1980 Population.....79,103

Age Cohorts		
0 - 4	7,237	9.00%
5 -19	17,721	22.40%
20 -34	18,002	22.80%
35 -49	10,932	13.80%
50 -64	13,163	16.60%
65+	12,058	15.20%

Source: Region VI P.D.C. "How Many More"

TABLE 4

Harrison County Population Breakdown

Source: Region VI Planning and Development Council
"How Many More", Denvey Building, Fairmont,
West Virginia

	1960	1970	1975	1980	1985	1990	%Δ 70-80	80-90
Population	77,856	73,028	75,819	79,103	82,404	85,249	8.3	7.8
0 - 4	7,479	5,332	6,393	7,237	7,586	7,410	35.7	2.4
5 - 19	20,905	19,578	18,305	17,721	18,438	20,627	-9.5	16.4
20 - 34	12,873	12,523	15,262	18,002	19,305	18,043	43.8	.2
35 - 49	15,798	12,867	11,548	10,923	12,168	14,833	-15.2	35.8
50 - 64	11,932	13,193	13,571	13,163	11,777	10,576	-.2	-19.6
65+	8,869	9,535	10,739	12,058	13,130	13,756	26.5	14.1

Approximately 53% of the population is between the ages of 20 and 64. These categories represent those who have the potential to be in or to enter into the labor force. Forty-seven percent of the population is comprised of people who are probably not potential labor force entrants. They require other individuals in the household or the government for their survival. The ages 16 - 20 should be considered a part of the potential labor force entrants, but for reasons such as: still in school, entered the military, left the area and went to college, it is difficult to obtain an accurate accounting of labor force participation. Information concerning the status of those who are between the ages of 16 - 20 can be obtained from the State Board of Education by county. This information has not been received to date and will be included in the final project.

In 1970, the population 16 years old and over was 52,600 and the labor force participation rate (L.F.P.R.) was 49.1%. Of those age categories considered to be part of the prime labor force, slightly less than half were employed or actively seeking employment. The 1975 civilian labor force in Harrison County was 29,880 (56.8%) which is an increase over 1970 of 7%. Blacks made up a very small percentage of the total population (1.5%) and had a labor force participation rate higher than their white counterparts. White females had the lowest labor force participation rate and the highest percentage of the population in the prime labor force age categories. A national trend has developed since 1950 of increases in the labor force participation rate of females. With the sharp rise in females entering the labor force jobs will be needed to handle the inflow. The travel and tourism industry has traditionally employed a large percentage of females. While the quality of the jobs has not been determined, the travel and tourism industry may be a vital source for employing females. When considering population projections to employment projections, these disproportionate increases in the female labor force participation rate must be kept in mind.

Region VI studies indicate that the two major age cohorts between 1970 and 1990 that make up the prime labor force, ages 20 - 35 and ages 35 - 49, are expected to increase by 43.8% and decrease by 15.2%, respectively. While most of this change in population is determined by birth rate, some part involves in and out migration. The net increase in population both depends on and determines the outlook for labor supply in Harrison County. In order for the optimistic growth to occur, demand for labor must expand to provide increased numbers of jobs sufficient to keep local population here and to attract other labor in. The forecast for a 43.8% increase in ages 20-35 underscores the need for entry level jobs over the next decade. Demand considerations aside, there is an ample labor supply available in the county. Further, the predicted decline in the 35-49 age category suggests that the possibility for promotion and advancement will occur at a greater rate as older workers decline relative to the youger workers. Firms will have to engage heavily in the training of new workers.

The industry view of an area is partially determined by the availability of skilled workers between the ages of 20 to 50. The age cohort 5-19 between the 1970/1980 time period also shows a significant decrease of 9.5%. This decrease may correlate with the decrease in the 35-49 cohort, since the former may be dependent upon the latter. The only age cohort expected to decrease between the 1980/1990 is the 50-64 cohort which ten years later is the same group of individuals who showed the 15.7% decrease. The 20 - 34 age cohort between 1970 and 1990 is not expected to change and industry should still have a vital supply of labor to tap.

Education

The analysis of how much education the residents of the county obtained is important in that it demonstrates in the future how individuals are

expected to fare in the labor market. It also suggests which skills may be expected to be needed or flood the market in the future. In the Harrison County labor market area, 4,408 people either graduated or dropped out of the public school system in the 1976/1977 school year. Of those who left the public school system in 1976/77 school year, 29.7% or 1,310 didn't achieve a high school diploma. The 1,310 who didn't achieve a high school diploma will find entrance into the labor force difficult. In Harrison County alone, there were 934 graduates and 370 (28%) individuals who dropped out. Table 5 illustrates the disposition of students by county. Table 6 shows the projected school enrollment in the 12th grade up to 1990. If it is assumed that Harrison County has a 28.3% annual drop out rate, there will be a yearly average 273 persons annually entering the labor market without a high school diploma. It is true that not all 273 individuals will seek employment or stay in the area, but those who remain must be the object of manpower and general educational development programs.

From the 1970 Census it can be seen that of the 19,777 males in Harrison County 25 years old or over, the median school years completed is 11.9. 49.4% were high school graduates and 6,649 completed less than 3 years of high school. National statistics show 55.2% of the population in the U.S. (25 years old and over) had obtained a high school diploma with the median school years completed being 12.2. While Harrison County doesn't meet the national average, they are considerably higher than the West Virginia state totals of 41.6% high school graduates and 10.6 median school years completed. In 1970 there were 23,345 females 25 years old or over in the county, of which 51% were high school graduates and 6,749 had not completed 3 years of high school. For the purpose of this study the question raised is whether or not the travel and tourism industry is capable of employing those individuals who did not achieve a high school diploma.

Table 5

Dropout Data for 1976-1977

County	Dropouts	Graduates	Dropouts and Graduates	% Dropouts
Barbour	78	191	269	22.00%
Doddridge	45	109	154	29.22%
Harrison	370	934	1,304	28.37%
Lewis	76	232	308	24.68%
Marion	267	780	1,047	25.50%
Monongalia	275	610	885	31.07%
Taylor	95	218	313	30.35%
Upshur	104	264	368	28.26%
Total	1,310	3,338	4,408	29.70%
W.V. State	9,117	24,719	33,836	26.94%

Source: W.Va. State Department of Education

Table 6

Projection of School Enrollment 78-88 - 12th Grade

County	78-79	79-80	80-81	81-82	82-83	83-84	84-85
Barbour	220	230	229	213	207	192	207
Doddridge	115	99	117	110	102	96	100
Harrison	952	952	1048	997	945	913	882
Lewis	*	*	*	*	*	*	*
Marion	816	789	858	874	853	819	788
Monongalia	717	689	748	716	671	676	629
Taylor	*	*	*	*	*	*	*
Upshur	*	*	*	*	*	*	*

*Unavailable in first data set.

Source: Projections of School Enrollment by County (November, 1977) West Virginia State Board of Education, Charleston, West Virginia.

Vocational Education

In the Harrison County labor market area there are 7,312 persons enrolled in Vocational Educational programs. Table 7 shows enrollment by sex in the

eight counties of the Harrison County labor market area; it also indicates enrollment by program (secondary ages 15-19; post-secondary 20-25 and adult 26+). Table 8 shows enrollment by type of skill acquired (Harrison County only) and whether or not entrants completed the program. This represents Harrison County's future labor force size and skills. The importance of this table depends upon its usefulness in the prediction of whether or not certain occupations will be flooded in the future based on Employment Service occupational projections. These data also allow an estimate of the number of registered unemployed and the need for human resource development programs. If the intended use of training is to focus on the hard to employ, planning requires an avoidance of those skills where the competition is the strongest. It would be up to program administrators and counselors to assist participants in acquiring and finding skills in those areas where the competition would be minimal and the wages good. One of the purposes of this study is to help those who establish training programs determine which skills will have the highest probability participant employment. In particular it is necessary to assess the training and employment potential of the travel and tourism industry. The skills area trainers feel participants need are indicated in Table 8. In Phase Two area school offerings will be examined to see if they are already equipped to train participants in the travel and tourism industry skill areas. From Table 8 it can be seen that Vo-Tech schools have few programs applicable to the travel industry (e.g. skill codes 4.11; 4.15; 4.18; 4.20). Table 9 shows that future enrollment in Vocational Education in 1982 by county and program will number 145,317. With a training program that handles that many individuals, the need for occupational projections is evident.

TABLE 7

Enrollments in Vocational Education FY 75-76

County	Total Enrollment		Adult						Completions		Left Prior To Completion	
	M	F	Secondary	Post Secondary	Prepar-atory	Supplemental	Apprentice	Cooperative	Secondary	Post Secondary	Secondary	Post Seconda
Harrison	626	384	866	124	20	0	0	100	306	22	44	14
Barbour	329	395	724	0	0	0	0	18	54	0	47	0
Doddridge	52	150	201	1	0	0	0	0	31	0	1	0
Lewis												
Marion	1,074	1,558	1,770	824	38	0	0	128	351	28	20	17
Monongalia	696	794	1,299	192	0	0	0	56	212	40	31	7
Taylor	210	191	401	0	0	0	0	0	90	0	0	0
Upshur	458	394	822	8	22	0	0	23	214	5	2	2
TOTAL	3,445	3,867	6,083	1,149	80	0	0	325	1,258	95	145	40

TABLE 8

ENROLLMENTS IN VOCATIONAL EDUCATION FY 75-76

Harrison County

CODE	TITLE	TOTAL ENROLLMENTS MALE	TOTAL ENROLLMENTS FEMALE	SECON -DARY	POST SECOND	* * * A D U L T * * * PREPAR -ATORY	SUPPLE MENTAL	APPREN -TICE	COOPER -ATIVE	COMPLETIONS SECON -DARY	COMPLETIONS POST SECOND	LEFT PRIOR TO COMPLETION SECON -DARY	LEFT PRIOR TO COMPLETION POST SECOND
	TOTAL UNDUPLICATED	626	384	866	124	20	0	0	100	306	22	44	14
1.0100	AGRICULTURAL PRODUCTION	153	3	156	0	0	0	0	0	29	0	5	0
1.0000	AGRICULTURE	153	3	156	0	0	0	0	0	29	0	5	0
4.0200	APPAREL AND ACCESSORIES	1	0	1	0	0	0	0	1	1	0	0	0
4.0300	AUTOMOTIVE *	4	0	4	0	0	0	0	4	4	0	0	0
4.0400	FINANCE AND CREDIT	0	3	3	0	0	0	0	3	2	0	1	0
4.0600	FOOD DISTRIBUTION *	8	7	15	0	0	0	0	15	12	0	2	0
4.0700	FOOD SERVICE *	3	6	9	0	0	0	0	9	7	0	0	0
4.0800	GENERAL MERCHANDISE	3	7	10	0	0	0	0	10	7	0	1	0
4.0900	HARDWARE; BUILDING MATERIALS	3	0	3	0	0	0	0	3	3	0	0	0
4.1000	HOME FURNISHINGS	1	0	1	0	0	0	0	1	0	0	1	0
4.1100	HOTEL AND LODGING *	0	1	1	0	0	0	0	1	1	0	0	0
4.1500	PERSONAL SERVICES *	1	5	6	0	0	0	0	6	4	0	1	0
4.1800	RECREATION AND TOURISM *	0	1	1	0	0	0	0	1	0	0	1	0
4.2000	RETAIL TRADES, OTHER *	5	4	9	0	0	0	0	9	8	0	1	0
4.3100	WHOLESALE TRADES, OTHER	1	1	2	0	0	0	0	2	2	0	0	0
4.9900	DISTRIBUTIVE EDUCATION (OTHER)	2	5	7	0	0	0	0	7	2	0	0	0
4.9910	DISTRIBUTIVE EDUCATION - JUNIOR PROGRA	9	13	22	0	0	0	0	22	0	0	3	0
4.0000	DISTRIBUTIVE EDUCATION	41	53	94	0	0	0	0	94	53	0	11	0
7.0302	PRACTICAL VOCATIONAL NURSING	0	21	0	21	0	0	0	0	0	0	0	0
7.0303	NURSING ASSISTANCE AID	1	40	37	4	0	0	0	0	29	1	0	0
7.0000	HEALTH OCCUPATIONS EDUCATION	1	61	37	25	0	0	0	0	29	1	0	0
9.0101	COMP. HOMEMAKING OR HOME ECONOMICS	1	109	110	0	0	0	0	0	1	0	0	0
9.0203	FOOD MANAGEMENT PRODUCTION & SERVICES	18	16	34	0	0	0	0	0	23	0	5	0
9.0000	HOME ECONOMICS	19	125	144	0	0	0	0	0	24	0	5	0
14.0100	ACCT. & COMPUTING OCC. (BKKPG-ACCT)	2	22	18	6	0	0	0	0	11	1	0	1
14.0300	FIL., OFF.MACH. & GEN.OFF.CL(CLERICAL)	0	71	67	4	0	0	0	0	40	1	1	0
14.0700	STENO., SEC. & REL. OCC. (STENO. SEC.) *	0	50	43	7	0	0	0	0	28	4	0	1
14.0900	TYPING & RELATED OCCUPATIONS *	1	2	3	0	0	0	0	3	3	0	0	0
14.0000	OFFICE OCCUPATIONS	3	145	131	17	0	0	0	3	82	6	1	2
17.0100	AIR CONDITIONING (CLUSTER)	33	1	28	6	0	0	0	0	11	4	1	0
17.0301	BODY AND FENDER	43	2	45	0	0	0	0	0	7	0	2	0

TABLE 8
(cont)

CODE	TITLE	TOTAL ENROLLMENTS MALE	TOTAL ENROLLMENTS FEMALE	* * * A D U L T * * * SECON -DARY	* * * A D U L T * * * POST SECOND	* * * A D U L T * * * PREPAR -ATORY	* * * A D U L T * * * SUPPLE MENTAL	* * * A D U L T * * * APPREN -TICE	* * * A D U L T * * * COOPER -ATIVE	LEFT PRIOR TO COMPLETION COMPLETIONS SECON -DARY	LEFT PRIOR TO COMPLETION COMPLETIONS POST SECOND	LEFT PRIOR TO COMPLETION TO COMPLETION SECON -DARY	LEFT PRIOR TO COMPLETION TO COMPLETION POST SECOND
17.0102	AUTO MECHANICS	48	0	46	2	0	0	0	0	13	1	3	0
17.0303	SPECIALIZATION (OTHER)	1	0	1	0	0	0	0	1	0	0	0	0
17.1002	ELECTRICITY (RESIDENTIAL)	19	0	18	1	0	0	0	0	5	0	0	1
17.1099	CONSTRUCTION & MAINT. TRADES, OTHER	41	0	40	1	0	0	0	0	9	1	5	0
17.1100	CUSTODIAL SERVICES *	1	0	1	0	0	0	0	1	1	0	0	0
17.1503	RADIO TELEVISION	20	0	19	1	0	0	0	0	11	0	0	1
17.2302	MACHINE SHOP	79	0	36	43	0	0	0	0	9	6	6	7
17.2306	WELDING AND CUTTING	75	0	43	32	0	0	0	0	10	5	5	2
17.3703	MINE MACHINERY - REPAIR	55	0	35	0	20	0	0	0	13	0	0	0
17.9923	COOPERATIVE OCCUPATIONAL EXPERIENCE TR	0	3	3	0	0	0	0	3	1	0	0	0
17.0000	TRADE AND INDUSTRIAL OCCUPATIONS	415	6	315	86	20	0	0	5	90	17	22	11
	TOTAL	632	393	877	128	20	0	0	102	307	24	44	13

*Directly related to the travel and tourism industry.

TABLE 9

Vocational Education Enrollment Projections--1982

Source: Department of Employment Security

	Harrison	Barbour	Doddridge	Monongalia	Marion	Taylor	Upshur	Total
econdary	5,320	1,570	512	9,100	6,000	1,350	1,848	25,700
ost-Secondary	2,275	1,259	340	20,650	4,700	900	2,180	32,304
dult	3,025	7,488	2,000	34,000	30,000	800	10,000	87,313
ounty Totals	10,620	10,317	2,852	63,750	40,700	3,050	14,028	145,317

Households - Housing and Income

The 1970 Census shows that Harrison County had 71,706 individuals in 17,932 family households. The Census also reveals that of those 17,932 households 3,568 (18.8%) were living below the poverty line. If one assumes that 18.8% of the total number of individuals who make up those households were also living below the poverty line, there would be 13,408 Harrison County residents living below the 1970 poverty line. Table 10 shows the number of households in Harrison County in 1970 and projections to 1990 for the number of persons in the household. Table 11 shows the number of individuals in the household and the income brackets in which they fall.

The Census also reveals 503 female headed households living below 75% of the poverty line and 704 living below 100% of the poverty line in 1990 as 1970, there will be 4,041 family households living below the poverty level. From Table 11 it is evident that in the elderly category 76% of those households with only one individual had incomes less than $3,000 annually. The table seems to indicate a disproportionate number of households in the two lowest income brackets. Thirty-seven percent of all households in 1970 had less than $5,000 income annually. Primary earners and secondary earners in those income categories that fall below the poverty line must be the target of human resource development. These programs should be designed to serve primary earners first and then secondary earners. By helping one head of household obtain employment, potentially four will rise above the poverty line. By choosing heads of household as target groups, the effects may be more significant in decreasing the number of those who are economically disadvantaged.

Table 10

Harrison County - Household

Based on United States Census. In 1970, 18.8% of the households had an income less than the poverty level.

	1970	1990
Total Population	73,028	85,249
Household Population	71,706	83,706
Elderly Headed Household 1 or 2 Persons	6,358	8,334
Family Household	17,932	21,498
1 or 2 Persons	5,831	7,309
3 or 4 Persons	8,031	9,889
5+ Persons	4,070	4,300
Total Household	24,290	29,832
Average Persons Per Household	2.95	2.81

Table 11

Harrison County - Households by Number of Individuals in the Household and Income of the Household

Income Level	Elderly 1 - 2		Non-Elderly 1-2	3-4	5+	All Households	%
0 - 2,999	2,142	1,274	1,153	783	296	5,648	23.00%
3,000 - 4,999	385	983	769	949	444	3,530	4.50%
5,000 - 7,499	141	652	1,275	1,691	879	4,638	19.00%
7,500 - 9,999	83	303	1,135	1,897	1,000	4,418	18.00%
10,000 - 14,999	20	203	1,081	1,947	1,000	4,521	18.60%
15,000+	46	126	418	764	452	1,806	7.00%
Total	2,817	3,541	5,831	8,031	4,031	24,291	

Source: H.U.D. Special Tabulation of 1970 Census--Taken from the Region VII Housing Plan.

In the Region VII "Housing Development Plan" there is a wealth of information on housing in the region's six county area. The following two tables, 12 and 13, demonstrate the housing needs by income of the household in 1990 and those presently living in inadequate housing by age of the head of the household and why the housing is inadequate.

Table 12

Total Housing Needs by 1990

	Rehabilitation	Replacement	New Additions	Total
Lower 0 - $9,000	2,693	1,425	2,372	6,517
	18%	10%	16%	43%
Moderate $9,001 - $13,500	2,656	1,328	1,503	5,487
	17%	9%	10%	36%
Upper $13,501+	938	625	1,618	3,181
	6%	4%	11%	21%

Source: Region VI - P.D.C. Housing Development Plan.

Table 13

Households in Inadequate Housing

	Total	Structural Deficiency	Lack Full Plumbing	Over-Crowded	Pay Excessive Rent
Elderly	2,373	750	896	708	827
Nonelderly	2,941	930	1,111	877	1,024
Total	5,314	1,680	2,007	1,585	1,851

Source: Region VI - P.D.C. Housing Development Plan.

Once again, of the projected housing needs in 1990, the lower income brackets show the highest percentage. The elderly, while they make up a small percentage of the total number of households, accounted for 46% of those living in inadequate housing. The tables indicate both a present and future need for quality housing in the county. In Region VI the area housing coordinator has successfully sought aid from H.U.D. to relieve the housing problem in that area. The federal money coming in and the attention of local officials should stimulate added employment in the construction industry to alleviate the housing problems in the area.

Income - Where does it come from?

A Region VI analysis of the area income by source between 1950 and 1974 demonstrates that wages as a source of income is on the decline while transfer payments have been on a steady rise. Table 14 shows the major income sources

for Region VI residents. Harrison County, a part of the Region VI service area, made up 34.6% of the total income in 1950. Harrison County's percent of the region's total income has been declining since the 1950 high (1960 - 33.4%; 1965 - 32.7%; 1970 - 31.9%; 1974 - 31.3%). The following table on personal income by major source and the analysis of the table is from the Region VI study entitled "The Region VI Economy".

> "During the 1970-1974 period, the Region surpassed both National and State personal income growth rates. Within the Region, Monongalia and Preston Counties also exceeded the State and National growth rates. All counties within the Region except for Doddridge exceeded the National growth rate in the 1970-1974 period.
>
> Table 14 outlines Regional personal income figures by major source. Values are shown in constant 1972 dollars rather than nominal dollars to that income increases caused by inflation are not interpreted as growth. As seen in Table 14, Transfer Payments and Labor Incomes show the greatest increases over the 24-year period. While the Region's cash out-flow in the form of contributions to Social Insurance increased by the greatest amount of all listed categories between 1950 and 1974, Transfer Payments increased by a much greater amount between 1970 and 1974. "Production" income in the form of wages and proprietor incomes increased the least of all categories examined. Proprietor incomes actually decreased substantially over the 24-year period although this is primarily due to the decrease in Farm rather than Non-Farm proprietor incomes.
>
> Compared to the State and Nation, the Region's non-farm proprietor income had grown substantially between 1965 and 1974. While the Nation's non-farm proprietor income decreased by 10.3%, (all incomes measured in 1972 dollars) and the State's increased by 6.5% between 1965 and 1974, the Region's non-farm proprietor income increased by 9.2%. Non-farm incomes had decreased in the Nation by 6.4% in the first half of the 1970-1980 decade; had neither increased nor decreased in the State; but, had increased in the Region by 1.6%.
>
> Increases in other income categories between 1965 and 1974 were not as favorable for Region VI when compared to the State and Nation. Regional wage and salary incomes did not increase as rapidly over the 1965-1975 period as they did for the Nation or for the State. Between 1970 and 1974, the total National wage and salary incomes (in 1972 constant dollars) increased by almost 10%; State incomes increased by 9.5%; and Regional wages and salaries increased only by slightly more than 8%. Regional farm proprietor incomes decreased most significantly when compared to the Nation and the State. Farm incomes increased by 31% and over 13% for the Nation and State, respectively, between 1970 and 1974, while those same incomes decreased by 21% in Region VI.

> Transfer payment increases to Regional residents were also high compared to the Nation and State. While transfer payments increased by over 126% in the Region between 1965 and 1974, the Nation showed a 124% increase and the State experienced only a 115% increase. Most of this increase has occurred only in recent years. Between 1970 and 1974, the growth rate for transfer payments increased substantially for all areas, but the increase for the Region was relatively high (54.5%) compared to the State increase (48.8%) and the National increase (39.2%). Furthermore, Region VI contributions for social insurance increased at a lower rate than either the Nation or the State between 1965 and 1974. These figures suggest that a comparatively high proportion of Regional residents receive non-production "welfare" monies as their primary incomes.
>
> This assumption is further supported by figures in Table 14... which displays the Regional proportion of total personal income accounted for by each major source. As indicated, the proportion of personal incomes which are wages and/or salaries became less each year examined; the proportion which is non-production income (property incomes and transfer payments) increased substantially. While this trend was also true of the State and Nation, it was less dramatic for the Nation. Almost one-fifth (18.4%) of the total Regional personal income in 1974 came from transfer payments while the proportion from that source was only 12% for the Nation. In 1950, property income accounted for the same proportion of total income for Region VI and for West Virginia as it did in 1974, even though property income has steadily accounted for less of the Region's and the State's total personal income since 1965. Property income has consistently accounted for about 14% of the Nation's total personal income throughout the period."[1]

For the purpose of this study, wage and salary income, other labor income and transfer payments are of particular interest. This study's purpose is to determine whether the travel and tourism industry may be an answer to the increase in transfer payments. The true scope of this project is to develop a methodology so other areas of the country can tap the travel and tourism industry. Transfer payments in Region VI increased by a staggering 316% since 1950. Between 1965 and 1974, the Nation showed a 124% increase and the state showed a 115% increase. Wage and salary income, unfortunately, has not increased at that rate. Region VI income due to wages and salaries increased

---

[1]Region VI Planning Development Council, The Region VI Economy, pp. 30-31.

income over the period examined. Marion and Harrison Counties successively accounted for less of the Region's personal income throughout the period. Although the decreases and single increase for those three counties is not dramatic, the trends clearly indicate the existence of a strong three-county economic corridor, none of which would dominate the Regional market. As evidenced in Table 6, Preston is the only one of the remaining three rural counties which has taken hold of a greater proportion of the Regional personal income. Its proportion increased by almost 50 percent, while Doddridge and Taylor Counties have roughly maintained their relatively small Regional proportion of personal income between 1950-1974.

Regional Growth Rates in Quotas - single space

" During the 1970-1974 period, the Region surpassed both National and State personal income growth rates. Within the Region, Monongalia and Preston Counties also exceeded the State and National growth rates. All counties within the Region except for Doddridge exceeded the National growth rate in the 1970-1974 period.

Table 7 outlines Regional personal income figures by major source. Values are shown in constant 1972 dollars rather than nominal dollars so that income increases caused by inflation are not interpreted as growth. As seen in Table 7, Transfer Payments and Labor Incomes show the greatest increases over the 24-year period. While the Region's cash out-flow in the form of contributions to Social Insurance increased by the greatest amount of all listed categories between 1950 and 1974, Transfer Payments increased by a much greater amount between 1970 and 1974. "Production" income in the form of wages and proprietor incomes increased the least of all categories examined. Proprietor incomes actually decreased substantially over the 24-year period although this is primarily due to the decrease in Farm rather than Non-Farm proprietor incomes.

Compared to the State and the Nation, the Region's non-farm proprietor income had grown substantially between 1965 and 1974. While the Nation's non-farm proprietor income decreased by 10.3%, (all incomes measured in 1972 dollars) and the State's increased by 6.5% between 1965 and 1974, the Region's non-farm proprietor income increased by 9.2%. Non-farm incomes had decreased in the Nation by 6.4% in the first half of the 1970-1980 decade; had neither increased nor decreased in the State; but, had increased in the Region by 1.6%.

Increases in other income categories between 1965 and 1974 were not as favorable for Region VI when compared to the State and Nation. Regional wage and salary incomes did not increase as rapidly over the 1965-1975 period as they did for the Nation or for the State. Between 1970 and 1974 the total National wage and salary incomes (in 1972 constant dollars) increased by almost 10%; State incomes increased by 9.5%; and Regional wages and salaries

TABLE 14

PERSONAL INCOME (IN 1972 DOLLARS) FOR REGION VI BY MAJOR SOURCES: 1950-1974[3]
(Thousands of Dollars)

	1950[1]	1960[1,2]	1965	1970	1974	Percent Change 50-74	65-74	70-74
Total Personal Income	563,594	579,739	708,037	817,516	939,777	66.8	32.7	15.0
Total Wage & Salary Disbursement	394,998	385,089	477,044	549,279	599,584	51.8	25.7	8.3
Other Labor Income	14,155	24,858	35,482	40,474	49,744	251.4	40.2	22.9
Proprietor Income	61,723	52,599	51,074	52,252	52,854	-14.4	3.5	1.2
Farm	12,129	5,710	3,470	1,132	894	-92.6	-74.2	-21.0
Non-Farm	49,594	46,887	47,604	51,121	51,960	4.8	9.2	1.6
Dividends, Interest & Rent	59,280	64,010	86,218	90,405	101,099	70.5	17.3	11.8
Transfer Payments	41,430	65,636	76,246	111,743	172,649	316.7	126.4	54.5
Less: Personal Contributions for Social Insurance	7,992	12,527	16,699	28,592	37,669	371.3	125.6	31.7

1. From August, 1973 figures; other figures from 1976 reports

2. Estimated

3. Columns may not precisely add due to rounding errors.

SOURCE: Bureau of Economic Analysis; Regional Economic Information System

by only 8% with the Nation and the State showing increases of 10% and 9% respectively. Trends in increases in "non-productive income" are harmful to any area. The following sections deal with the disproportionate changes in income with particular emphasis on transfer payments. The analysis will examine employment and wages by industry and occupation to determine if the present trends concerning sources of income will hold true in the future. Phase II of this study will attempt to determine if the travel and tourism industry has the potential to counter the steady rise in transfer payments.

II - Economically Disadvantaged

The following are selected characteristics which describe the economically disadvantaged in the Harrison County labor market area and specifically those in Harrison County. There are two main areas: 1) those receiving some form of transfer payment and 2) those receiving some form of service, training, and/or work. Public Assistance or transfer payments from various federal or state agencies comes in various forms with different eligibility requirements. Recall from the previous section that since 1950 transfer payments have been on a steady increase and that this increase is significantly greater than employment generated income. The following is a breakdown and analysis concerning both transfer payments, the economically disadvantaged and those receiving some form of training to increase their employability.

In describing the economically disadvantaged, there are four major categories:

1. Those not working who receive some form of federal or state public assistance (which includes direct transfer payments).
2. Those working but making a wage below the poverty line.
3. Those who are not working and not receiving any form of transfer payment.

4. Those enrolled in some formal training program and/or receiving stipends.

Table 15

Types of Federal and State Assistance

	Number Receiving Monthly	Average Monthly Payment
Welfare		
Aid to Families With Dependent Children	795	$202.00
Aid to Families With Dependent Children With Employed Fathers	60	369.00
Food Stamps	2,246	N/A
W.I.N.	210[1]	N/A
Supplementary Security Income		
Old Age	660	178.00
Blind	12	178.00
Disabled	676	178.00
Children (Total)	52	N/A
Unemployment Insurance		
V.I.[2]		
F.S.B.[2]		
S.U.A.[2]		
T.R.A.[2]		
Total[2]	1,946	N/A
Employment Training Programs		
P.S.E. I, II and VI	339	N/A
J.E.E.P.	160	N/A
Other Title I	178	N/A
C.E.T.A. Programs Total	677	N/A
Vocational Rehabilitation		N/A
E.S. New Applicants[3]	874	N/A

[1]Counseling and Testing (only)--Placement/O.J.T. statistics not available by county.

[2]Information derived by dividing twelve months into number of benefit checks--January-December, 1976. Information not available in West Virginia by type of payment.

[3]Information derived by dividing twelve months into E.S. reported new applicants 1976/1977.

Public Assistance

Public Assistance from federal or state agencies come in various different forms with different elegibility requirements. Aid to Families with Dependent Children (A.F.D.C.) are payments to mothers or caretakers for support of children when a father isn't present (for various reasons). The average Aid to Families With Dependent Children monthly payment in February 1978 for the Harrison County Labor Market Area ranged from $194.00 in Upshur County to $206.00 in Marion County. Even at the high of $206.00 a month, if one computes the yearly payment, it totals only $2,479.00 a year. While this figure is well below the poverty line, one must remember that the family is also entitled to food stamps and a medical card (even if one computes the worth of the two, the total is still below the poverty line). In March, Harrison County registered 761 A.F.D.C. cases with an average payment of $171.00 A.F.D.C. cases between 1976 and 1978 have not changed significantly. While the number actually receiving payment fluctuates, the average remains around 750 cases a month. The average monthly payment in Harrison County ranged from $251.00 in August, 1977, to a low of $171.00 in March, 1976. State statistics show an average of 20,500 monthly cases with the range of average payments running between $170.00 and $250.00. Under A.F.D.C., if the mother is physically able and doesn't have a child under six years of age, she must register for the Work Incentive Program. The Work Incentive Program is designed to reduce the welfare rolls by giving private sector employers an incentive for hiring welfare recipients. The incentive is a 50% payment of the new employee's (welfare recipient) wage for the length of the training program (established by the Dictionary of Occupational Titles average training times) and various tax incentives up to 3 years from the recipient's starting date. Tables 16 and 17 show the number of A.F.D.C. cases and the average monthly payment by county in the

Table 16

A.F.D.C.--Cases and Average Payment Per Case

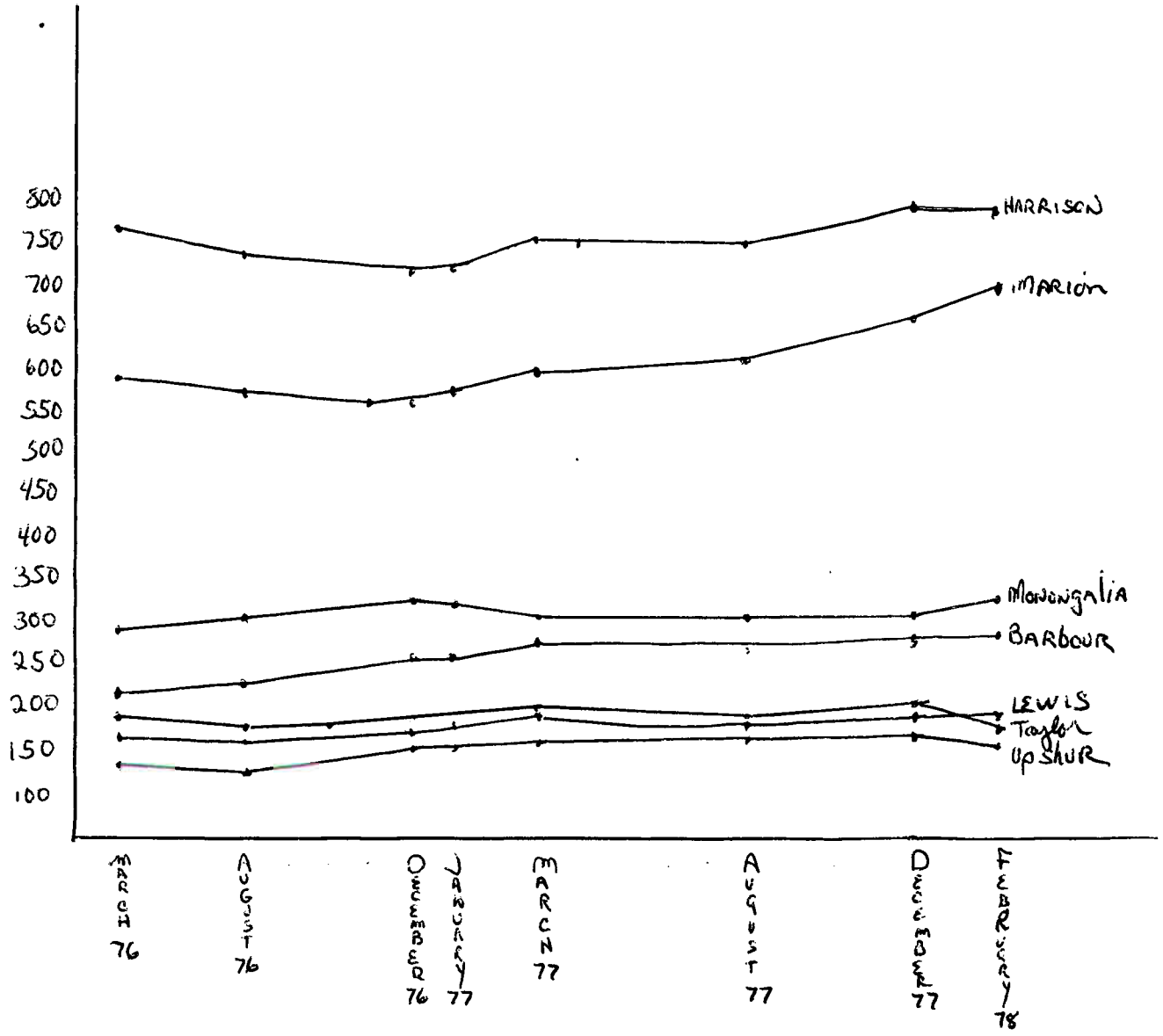
March 1976--February 1978

Source: West Virginia Department of Welfare

	March 76	August 76	December 76	January 77	March 77	August 77	December 77	February 78
Barbour	221--$176	235--$173	254--$172	254--$172	261--$198.13	259--$257	266--$205	276--$196
Doddridge	48--$165	40--$174	50--$182	53--$180	47--$187	55--$268	57--$192	53--$201
Harrison	761--$171	747--$178	732--$180	742--$180	755--$200	752--$251	797--$201	795--$202
Lewis	167--$150	160--$165	165--$170	173--$165	188--$183	178--$242	188--$180	189--$186
Marion	599--$176	585--$181	576--$188	577--$188	600--$203	608--$264	654--$207	698--$206
Monongalia	298--$167	307--$175	330--$176	328--$168	318--$193	320--$243	318--$204	332--$204
Taylor	194--$176	175--$176	178--$181	180--$175	187--$195	178--$260	195--$190	191--$197
Upshur	141--$148	134--$147	153--$162	153--$161	155--$189	161--$256	161--$187	162--$194
Statewide	30,901--$170	20,113--$173	20,318--$175	20,301--$173	20,585--$194	20,050--$252	21,267--$195	21,742--$197

Table 17

Aid To Families With Dependent Children — Cases 1976-1978



SOURCE: WVa Department of Welfare

Table 18

Aid to Families With Dependent Children--Unemployed Fathers

--Cases Assisted--Average Per Case
--March, 1976 - February, 1978
Source: West Virginia Department of Welfare

	March 76	August 76	December 76	January 77	March 77	August 77	December 77	February 78
Harrison	54-$233	14-$248	28-$379	49-$257	100-$300	3-$382	18-$394	60-369
Lewis	42-$203	20-$224	42-$245	45-$269	55-$236	20-$352	30-$252	44-$283
Barbour	69-$229	54-$226	65-$241	59-$281	77-$257	20-$430	39-$331	65-$267
Doddridge	5-$210	2-$254	3-$386	4-$252	10-$233	--NR*	--NR*	2-$250
Marion	105-$206	49-$263	60-$272	69-$291	97-$249	26-$401	55-$317	106-$263
Monongalia	40-$263	34-$303	40-$291	52-$278	79-$265	14-$353	19-$348	39-$245
Taylor	42-$218	36-$232	32-$264	32-$223	48-$242	15-$340	13-$263	18-$328
Upshur	27-$234	25-$223	27-$186	25-$229	36-$157	7-$358	12-$280	20-$303
State Total	1,848-$232	719-$246	705-$276	821-$272	1,236-$264	288-$367	668-$326	1,081-$324

Harrison County Labor Market Area for 1976 and 1977. Work Incentive Program statistics were not available. It will require a special computer run of Employment Service files to develop the statistics concerning Work Incentive Program activity. The same holds true for unemployment insurance activity.

A.F.D.C.U.

Another form of public assistance is A.F.D.C.-U. for the families with dependent children where the father is present but unemployed. The average payment in February, 1978, for the Harrison County Labor Market Area ranged from $250.00 in Doddridge County to $369.00 in Harrison County. The reason the Aid to Families with Dependent Children with Uemployed Fathers payment is higher than the Aid to Families with Dependent Children payment is because of the added cost of an additional family member. All Aid to Families with Dependent Children with Unemployed Fathers who are physically able to work must be registered in the Work Incentive Program. There were 354 Aid to Families With Dependent Children With Unemployed Fathers cases as of February, 1978. Table 18 shows the number of cases and average monthly payment from March, 1976 to February, 1978, for the eight counties in the Harrison County Labor Market Area. Figure 19 which plots the Aid to Families With Dependent Children With Unemployed Fathers payments graphically demonstrated the seasonality of the jobs Aid to Families with Dependent Children with Unemployed Fathers are able to obtain. The survey in the proposed project may show which occupations are seasonal. Manpower training efforts should avoid jobs that are seasonal except for work experience programs, as these will result in unemployment during certain months of the year for the hard to employ. Marion County shows highs of 105 cases in March, 1976 and March, 1977 and February, 1978 and lows down to 49 and 26 in August, 1977, respectively. All the other seven counties, except Doddridge, show the same highs and lows in

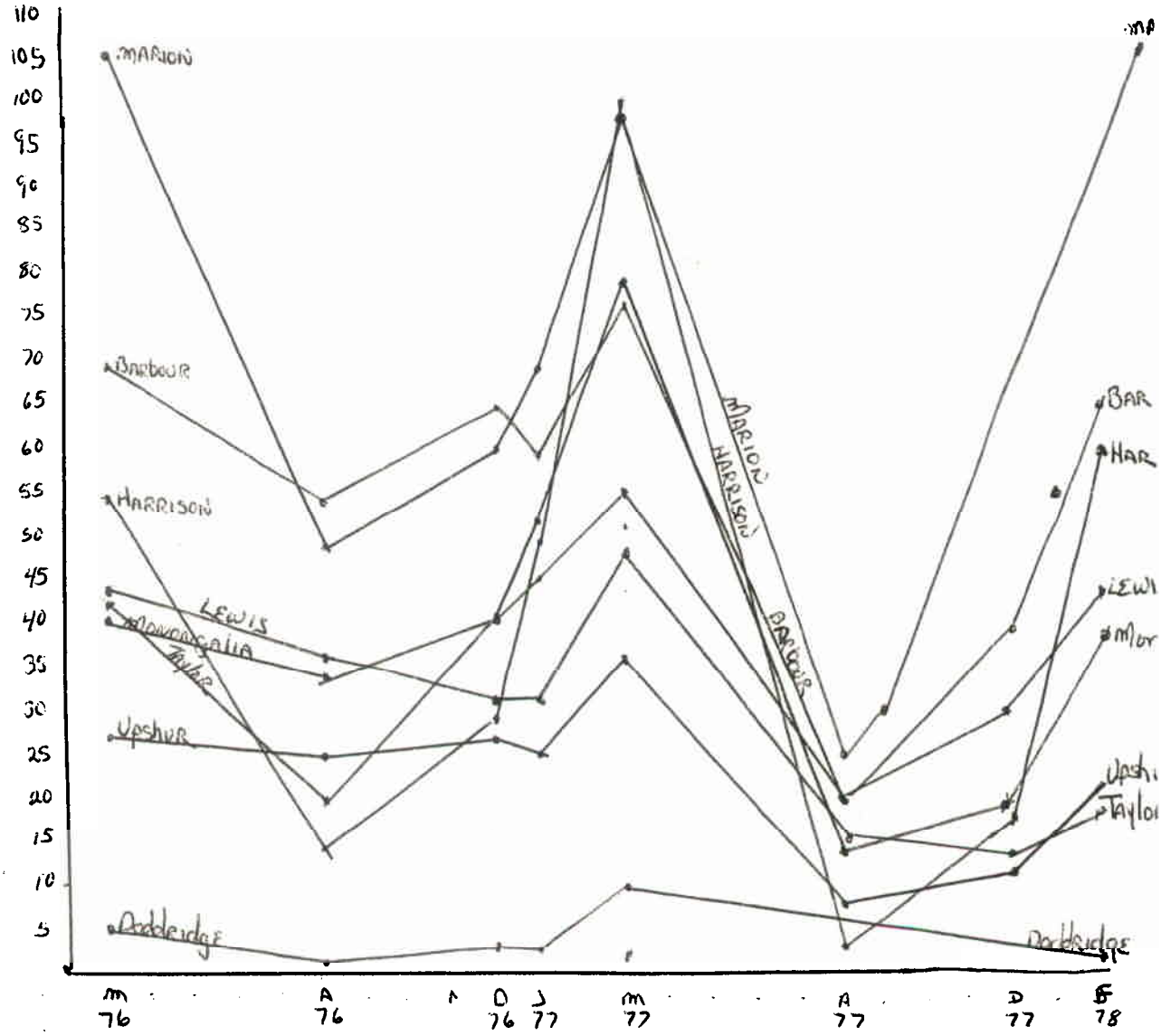
Table 20

Total Cases
Food Stamp - Public Assistance Cases - Non Public Assistance Cases
April 76 - December 77

	1976				1977			
	January	April	August	December	January	April	August	December
Barbour		2,321 804- 1,517	813 242- 571	735 254- 481	753 251- 502	777 262- 515	644 208- 436	840 229- 611
Doddridge		319 52- 267	283 37- 246	313 46- 267	319 48- 271	345 46- 299	308 43- 265	317 50- 267
Harrison		1,983 650- 1,333	2,156 640- 1,516	1,981 628- 1,353	2,080 645- 1,435	2,315 698- 1,617	1,945 632- 1,313	2,246 667-1,579
Lewis		692 163- 529	637 139- 498	660 168- 492	710 174- 536	723 190- 533	650 174- 476½	
Marion		1,544 605- 939	2,174 555- 1,619	1,390 565- 825	1,433 587- 846	1,547 581- 966	1,406 565- 841	1,701 636-1,065
Monongalia		1,244 272- 972	1,628 285- 1,343	1,144 315- 829	1,128 317- 811	1,169 322- 847	1,010 273- 737	1,082 281- 801
Taylor		585 192- 393	596 184- 412	503 171- 332	526 165- 361	534 175- 359	458 145- 313	481 149- 332
Upshur		562 133- 429	600 139- 461	593 153- 440	606 153- 453	614 173- 441	551 155- 396	567 143- 424
W.Va. Totals		57,151 18,539-38,612	73,626 16,950-56,676	53,096 16,606-36,490	54,432 16,653-37,779	54,087 16,695-37,392	65,643 15,694-49,494	

Table 19

AFDC-U CASES BY COUNTY - MARCH, 1976 - FEBRUARY 1978



Note: Seasonality of employment of AFDC-U RECIPIENTS CAN BE SEEN PEAKING in ~~March~~ MARCH AND DROPPING SIGNIFICANTLY IN August

SOURCE: W.VA. Department of WELFARE

the winter months compared to the summer months. The state monthly caseload also fluctuates significantly from lows in the summer of 288 cases to highs in the winter months of 1,848. The average number of cases indicates a slight upward trend year to year along with the average monthly payment.

Food Stamps

Food stamps are available to both public assistance recipients and non-recipients. Based on income, food stamps may be free or cost up to 80% or 90% of book value. Table 20 shows those receiving food stamps by county and by whether or not they are receiving public assistance. There is very little evidence of the seasonality of employment among those who receive food stamps. There are slight peaks in the winter months, but nothing very significant. State totals show increases in August over April in both 76 and 77. In August, 1976, while public assistance food stamp recipients declined by 2,000, non-public assistance food stamps increased by a staggering 18,000 then went back to the April low in December. The effects of the coal strike on the number of people receiving food stamps can be seen in Figure 21. Comparing December, 1977 to January and February, 1978, the increases are over 50%. Marion, Monongalia and Harrison Counties show increases in those receiving food stamps by 1400 and 500 respectively. Before the coal strike, there were 5,079 (December,1977) non-public assistance food stamp recipients, during the strike (February, 1978) it skyrocketed to 9,768 recipients, a 52% increase. The state's non-public assistance recipients between the same period increased by 28,000 up to 70,250 recipients. This demonstrates the State and area reliance on coal and coal related products for employment. In December of 1977, there were 2,155 public assistance recipients and 5,079 non-public assistance recipients in the Harrison County Labor Market Area. The high of 2,246 was in Harrison Countyand the low was 317 in Doddridge County.

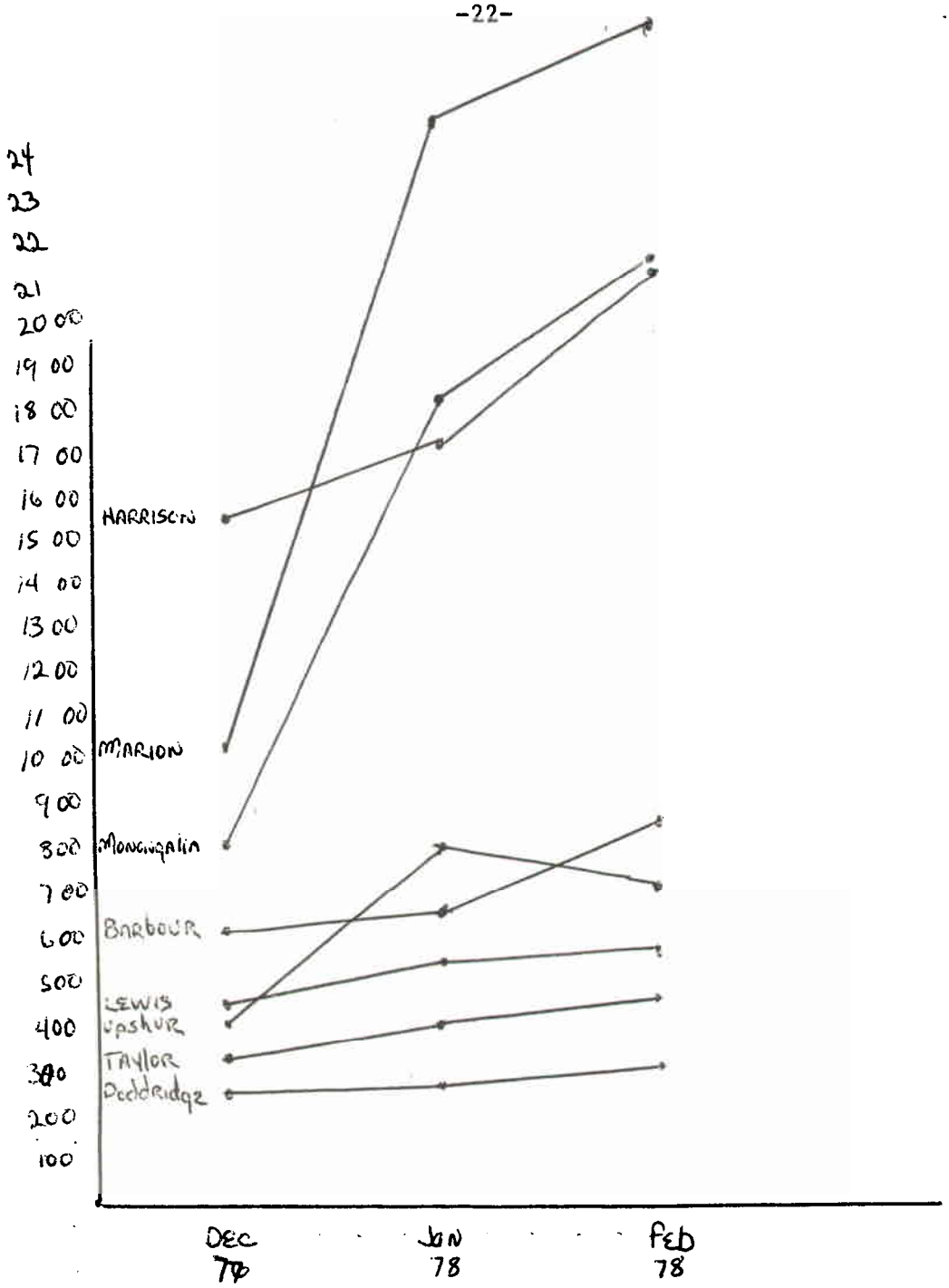


Table 21

Impact of the 77/78 UMW strike on Non-Public Assistance Recipients receiving food stamps

Source WVa Department of Welfare

Table 21

Persons Receiving Federally Administered Payments--June, 1977

Source: Supplemental Security Income--State and County Data--H.E.W.--Social Security Administration, Office of Research and Statistics.

		ADULT				CHILDREN		
	Total	Total	Aged	Blind	Disabled	Total	Blind	Disabled
Harrison	1,400	1,348	660	12	676	52	2	50
Lewis	662	648	352	6	290	14	0	14
Barbour	508	486	226	8	252	22	0	22
Doddridge	248	240	130	2	108	8	0	8
Marion	1,018	994	452	22	520	24	2	22
Monongalia	752	732	322	10	400	20	0	20
Taylor	384	370	188	4	178	14	0	14
Upshur	604	584	322	2	260	20	0	20
H.C.L.M.A.	5,576	5,402	2,652 49%	66 17%	2,684 50%	174	4	
	*Note--other data available on S.S.I.--units and demographic characteristics							
State	42,436	40,816	17,684	498	22,534	1,620	38	1,582

The Supplemental Security Income Program

Another major cash transfer program is the Supplemental Security Income Program (SSI) administered by the Social Security Administration. SSI's major objective is to financially assist the aged (65+), the blind and the disabled. Table 22 shows the number of cases by category and county in the Harrison County Labor Market Area. The case statistics are broken down into adult and children categories with the adult category totaling 97% of the cases. Within the adult category 50% are disabled, 49% old-aged and 1% blind. In the children category 98% are disabled, the other 2% are blind. To qualify for Supplemental Security Income benefits, a person must satisfy the program criteria for aged, blind or disabled. Aged refers to those individuals who are 65 years old or over, blind refers to those with 20/200 vision or less in the better eye with use of corrective lenses. Disabled is defined as the inability to engage in any substantial gainful activity due to a physical or mental impairment expected to last longer than twelve months. Also, all those eligible must meet the other income and personal possessions related requirements. Effective July, 1977 (aged, blind or disabled) living in his own household and with no countable income receives a benefit of $177.80 per month ($2,133.60 a year). An eligible couple residing in their own home is entitled to payments of $266.70 per month ($3,200.40 a year). Those receiving Supplemental Security Income are also eligible for a medical card and food stamps.

Unemployment Insurance

The last major form of transfer payment available to individuals who meet the eligibility requirements is unemployment insurance. Employees who have been working in employment covered by the Social Security Act and who are laid off may be eligible for unemployment compensation during their unemployment for a

period of up to 26 weeks. Eligible persons must submit applications for U.I. with their state employment agency, register for available work, and be willing to accept any suitable employment. The amount of payment workers are eligible to receive is determined by their previous wage rates and previous length of employment. Because of the economic conditions, Congress has deemed it necessary to extend the length of time a laid-off worker can receive unemployment compensation. Federal Supplemental Benefits (FSB) and Supplemental Unemployment Assistance (SUA) were designed to keep payments coming to laid-off workers beyond the 26 weeks. Laid-off workers could receive payments up to 52 weeks under these two provisions. Congress also deemed it necessary to assist workers who were laid off due to foreign imports. The information concerning U.I., F.S.B., and S.U.A., is vital to this report. The only data available shows a 1976-77 total of 23,355 Harrison County recipients or a monthly average of 1950 persons. Of those benefits paid, about 30% were partial payments to the underemployed.

C.E.T.A. Activity

As mentioned earlier, there are two ways to assist the economically disadvantaged and/or choronically unemployed. One is direct transfer payments (discussed earlier); the other is training. Training or retraining the economically disadvantaged and/or the chronically unemployed as a means of getting them back into the "mainstream" of American life has been used since the 1930's. The major piece of legislation now governing the training of the disadvantaged is the Comprehensive Employment and Training Act (C.E.T.A.) of 1973. The following description of the Comprehensive Employment and Training Act activities and programs was furnished by the West Virginia Department of Employment Security's "Annual Report 1976-1977". The statistics on Harrison

County's Comprehensive Employment and Training Act activities were furnished by the West Virginia Comprehensive Employment and Training Act prime sponsor.

"CETA: The Comprehensive Employment and Training Act was implemented in West Virginia in 1974. The Employment and Training Division of the Governor's Office of Economic and Community Development serves as the prime sponsor for C.E.T.A. job training programs in the State. The Department of Employment Security certifies and refers eligible persons to all C.E.T.A. programs. The purpose of C.E.T.A. is to provide job training and employment opportunities and to assure maximum employment for program participants. The various C.E.T.A. Programs are discussed in the following paragraphs.

Public Service Employment: The C.E.T.A. Public Service Employment program offers full time public employment opportunities with county commissions, cities, towns, boards of education and other public and private nonprofit agencies. Trade groups of unemployed individuals eligible for this program include the economically disadvantaged, veterans, Unemployment Compensation claimants, persons who have exhausted their U.C. benefits, those ineligible for U.C. benefits and persons whose families are receiving Aid to Families With Dependent Children and include A.F.D.C.--unemployed fathers. During the fiscal year, 3909 eligible persons were certified and 2105 were enrolled by the Department in Public Service Employment programs throughout the State.

Institutional Training: Institutional (classroom) training under C.E.T.A. is defined as a program activity that "includes any training conducted in an institutional setting to provide individuals with the technical skills and information required to perform a specific job or group of jobs." This Department and its local Job Service offices are responsible for eligibility determination, certification and referral of eligible applicants to training. The Unemployment Compensation Division is responsible for processing enrollee's training allowance requests. During fiscal year 1977, a total of 67 occupational projects were approved and funded to train 1235 unemployed residents of West Virginia. The majority of the training projects were structured to assist in alleviating critical shortages in mining and medical occupations in the State.

J.E.E.P.: This C.E.T.A. funded on-the-job training component (whose initials stand for "Jobs Employer/Employee Program") is designed to assist private sector employers by reimbursing them for part of the extraordinary costs of providing on-the-job training. During the fiscal year, 189 J.E.E.P. contracts

were written and funded, creating more than 1900 job openings.

Occupational Training: The C.E.T.A. Occupational Training Program provides for paid employment with skill training at the worksite of public nonprofit employers. The skill training is supplemented with adult basic education, vocational training and/or G.E.D. preparation, if necessary. Job Service offices certify all applicants who enroll for from two to twelve months. Priority groups include veterans, female heads-of-households, and high school dropouts (aged 16-21).

C.E.T.A. O.I.C.: The Opportunities Industrialization Centers program provides basic skill and vocational education. Applicants are certified by Job Service offices for eligibility and contacts are made by O.I.C. job developers to locate suitable employment for the participants. Unemployed, underemployed or economically-disadvantaged are served, with veterans, female heads-of-households and youth (aged 16-21) being top priority groups.

C.E.T.A. H.E.L.P.: C.E.T.A.'s Handicapped Employment and Livlihood Program, referred to as "Project H.E.L.P.", provides employment to economically- disadvantaged handicapped persons. After from two to ten months in the program, the objective becomes placement in permanent employment. Eighty-eight handicapped persons were referred by Vocational Rehabilitation Counselors to Job Service for certification under Project H.E.L.P. in FY 77.

Student Employment: Under the Student Employment Program the Department accepts applications, certifies eligibility and refers students to various schools in the State for after-school-hours employment. During the fiscal year, 4113 students were placed through this program.

Governor's Summer Youth Program: This Department recruits, screens for eligibility, and refers to various subsponsors "economically disadvantaged" youth for employment in the Governor's Summer Youth Program (G.S.Y.P.) during the summer months."

Harrison County
C.E.T.A. Activity (10/1/77 - 4/30/78) (Code 17)

Source: Governor's Office of Economic Community Development, C.E.T.A. Prime Sponsor

	PSE I	PSE II	SEP	OTP	OIC	PSE VI	JEEP	IT	Handicapped Total	CETA
A. Total Service to Date	9	51	120	35	8	279	160	10	5	677
1. Enrollments This Grant Year	0	4	119	18	3	167	102	2	1	415
2. Partial Carry Over	9	47	1	17	5	122	51	8	4	264
B. Total Terminations	9	7	34	11	0	41	114	0	3	219
1. Total Entered E.	9	4	1	8	0	15	87	0	2	126
A. Direct	5	1	0	0	0	4	0	0	1	11
B. In-Direct	4	2	1	8	0	5	87	0	0	107
C. Obtained E	0	1	0	0	0	6	0	0	1	8
2. Other Positive Term	0	0	0	1	0	6	0	0	1	8
3. Non-Positive	0	3	33	2	0	20	27	0	0	85
C. Enrollment End of Quarter	0	44	86	24	8	238	46	10	2	458
D. Placements										
Direct 1 - 3	0	0	0	0	0	0	0	0	0	0
4 - 150	0	0	0	0	0	0	0	0	0	0
Over 150	5	1	0	0	0	4	0	0	1	11
Indirect 1 - 3	0	0	0	0	0	0	0	0	0	0
4 - 150	0	8	0	0	0	0	0	0	0	0
Over 150	4	2	1	3	0	5	87	0	0	102

Note: Placement rates cannot be considered until the end of the grant year due to most terminations occuring after the end of the training programs.

It's important to determine, as in the Vocational Educational programs, the type of skills the participants obtain in CETA's institutional training programs. The Human Resource Development Foundation, Inc. (H.R.D.F.) and the West Virginia Career College are the area sponsors for C.E.T.A. training programs. Research into the type of skills the participants are receiving was requested, but has not been obtained to date. From the prime sponsor's report on Harrison County activity, there were 26 new enrollments this grant year in institutional training (I.T.) programs with 32 carried over from last year. Training programs make up a small percentage of total C.E.T.A. activity even though they could be used to reduce structural unemployment. There were 109 on-the-job training (OJT) contracts initiated this year with 51 more carried over from last year. Unlike institutional training programs, O.J.T. contracts (J.E.E.P.) put the participants into a private employer's business with 50% of the training time paid. The end result is private unsubsidized employment. In the J.E.E.P. program, there were 114 terminations of which 87 entered employment and 27 contracts ended in non-positive terminations.

Public Service Employment Programs (PSE) made up 50% of the total area C.E.T.A. activity. There are 339 P.S.E. slots served to date with 161 slots started this grant year. Since the labor market can not deliver full employment, the government creates jobs in order to alleviate unemployment. P.S.E. jobs are both expensive as placements and aren't guaranteed placements at the end of the contract period. P.S.E. slots go to government and/or non-profit organizations. These organizations are usually understaffed and need the participants to meet staffing requirements. Unfortunately, at the end of the contract period, alot of these participants are not picked up on the regular payroll and are subsequently let go. The skills the participants usually gain

are minimal and employment once again becomes hard for them to obtain. The allocation of C.E.T.A. funds by programs must be analyzed carefully and funds allocated to those programs that offer the highest probability of the participant ending up with a salable skill or employment.

Target Groups

The purpose of this research is to study the possible effects the development of the travel and tourism industry will have on employing the chronically unemployed. The term "chronically unemployed" includes those individuals who have been unemployed for a certain period of time. The time period associated with chronically unemployment is usually considered to be twelve months or longer. The term unemployed according to the statistics [illegible] the unemployed in the text means those who are without work and actively seeking work. For the purposes of this study, the unemployed will be considered to be those individuals who are unemployed and able to work. The difference between the two is that certain individuals who have repeated failures at entering the labor market drop out of the labor force all together (discouraged worker effect) and are no longer considered unemployed because they no longer actively seek work. The total number of unemployed ([illegible] employment) as of October, 1977 in the Harrison/ Doddridge County area was 1,460. This figure only represents those who were without employment and actively seeking employment. Statistics are not available on discouraged workers in Harrison County. These individuals could be primary earners, heads of household and able to work, but found drawing transfer payments to be the only way to support their families.

There are also those who are seasonally unemployed. For certain periods during the year they can market their skills, but the rest of the year their skill is non-marketable. Support for the existence and extent of this problem

can be seen in Aid to Families With Dependent Children With Unemployed Fathers and partial payment of U.I. benefits. Both demonstrate seasonal employment among the poor. In March of 1977 Aid to Families With Dependent Children With Unemployed Fathers cases ranged from highs in the winter of 100 down to lows in the summer of three cases. Females who are heads of household with children under school age could also be chronically unemployed and still not show up in the total number of unemployed. Then there are those individuals who do show up in the total unemployed but can't be considered chronically unemployed. Such individuals are unemployed for short durations due to frictional unemployment or cyclical unemployment that is of a short duration. Only by surveying all Harrison County residents could any determination be made concerning the number of those who are actually chronically unemployed. That is not feasible nor desirable. For purposes of the study we take broader definition of chronic unemployment to encompass all of the groups discussed above and below.

We will follow closely too those segments that are considered "significant segments to be served" by the West Virginia Comprehensive Employment and Training Act Prime Sponsor. These segments were developed by the West Virginia Department of Employment Security based on the unemployment rate within the segment itself.

Table 24

Comprehensive and Employment Training Act
Prime Sponsor Target Group

Demographic Characteristic		Percent Prime Sponsor's Unemployed Population	Percent Planned to be Served	Harrison Co. Percent of Unemployed by Characteristic
S				
E	Male	60.4	61%	62
X	Female	39.6	39%	38
	18 & Under	11.2	37%	22% (22 Under)
	19 - 21	19.9	20%	
A	22 - 44	55.8	38%	63%
G	45 - 54	8.1	3%	
E	55 - 64	4.1	1%	
	65 +	.9	1%	
	White	93.75	90%	97.5
R	Black	5.71	9.9%	2.5
A	American			
C	Indian	.02	0	N/A
E	Other	.34	1%	N/A
	I.N.A.	.381	0	N/A

The population segments in Table 24 and the following groups have been selected as being the most in need of service in the State according to the prime sponsor's annual plan.

	% of States Unemployed	Other Groups Planned To Be Served
Youth	31%	57%
Females	40%	39%
Veterans	20%	15%
Public Assistants Recipients	14%	20%
Blacks	6%	9.9%
Handicapped	5%	3.1%
Ex-Offender		1%

From the tables it is evident that demographic characteristics of the unemployed in Harrison County resemble the State's unemployed. Male unemployment was 2% higher in the county while female unemployment was 2% lower in the county compared to the state. Five percent of the state's unemployed were black while only 2.5% of the county's unemployed were black. While the black

Table 25

Estimated C.L.F. as of October 1977 - Harrison County

Source: West Virginia Department of Employment Security

	Barbour	Doddridge	Harrison	Lewis	Marion	Monongalia	Taylor	Upshur
Total C.L.F.	6,600		32,880	6,440	24,890	27,430	5,670	9,390
Unemployed	260		1,460	430	1,480	560	370	400
% of Total C.L.F.	3.9		4.5	6.7	6.0	2.0	6.5	4.3
Employed Total	6,410		31,420	6,000	23,410	26,880	5,300	8,990
Nonag. W & S	5,330		27,580	5,120	21,290	24,650	4,730	7,940
All Other Nonag. W & S	860		3,260	670	2,010	2,000	460	900
Agricultural Employ.	220		580	210	110	220	100	150
Nonag. W & S	4,100		27,850	5,320	21,920	27,120	3,530	5,850
Manufacturing Total	210		5,320	1,120	5,060	3,030	950	1,100
Durable			4,760		4,400	1,940		
Nondurable			560		660	1,090		
Nonmanufacturing Total	3,890		22,530	4,200	16,860	24,090	2,580	4,750
Mining	1,450		1,950	210	3,280	3,720	0	850
Contract Construction	260		2,050	280	1,090	1,130	100	230
T;C;P.V.	120		2,890	670	1,350	880	530	270
Whoesale/Retail	460		6,400	910	4,290	4,500	530	1,300
F;I;R.E.	80		1,000	110	700	820	80	180
Services, exc. P.H.M.	880		4,100	430	2,400	2,740	390	930
Government	640		4,140	1,590	3,770	10,300	950	990

Table 25 (A)

October 1977--Population, Civilian Labor Force, Unemployed, Employed

Source: Department of Employment Security--Seasonal Labor Market Summaries

	Barbour	Harrison (Doddridge Included)	Lewis	Marion	Monongalia	Taylor	Upshur	Total
Projected Population	16,036	80,292	17,361	64,789	71,684	13,370	22,309	285,841
Total Civilian Labor Force	6,600	32,880	6,440	24,890	27,430	5,670	9,390	113,300
Unemployed	260	1,460	430	1,480	560	370	400	4,960
% of Total Civilian Labor Force	3.9	4.5	6.7	6.0	2.0	6.5	4.3	Range 2.0--6.7
Employed Total	6,410	31,420	6,000	23,410	26,880	5,300	8,990	108,390
Nonag. Wage and Salary (Except Domistic)	5,330	27,580	5,120	21,290	24,650	4,730	7,940	96,640
All Other Nonag.	860	3,260	670	2,010	2,000	460	900	10,160
Agriculture Employed	220	580	210	110	220	100	150	1,590

population is relatively small in the county and they demonstrate a lower unemployment rate, their earnings per worker are lower in general. Thirty percent of the unemployed in the state were under 21 while the county only demonstrated 22%. The bulk of the unemployed in the county (63%) and in the state (55.8%) are between the ages of 22 and 44. This group will be of a greater importance to the study than to the prime sponsor. The Comprehensive Employment and Training Act prime sponsor plans 41% of their services for individuals between 22 and 44.

The study's target groups will not be developed in terms of actual percentages. Of special concern to this study are those individuals who are unemployed because of skill deficiencies, individuals whose unemployment benefits (particularly F.S.B., S.U.A.) have run out or are close to running out, heads of household (primary earners), public assistance recipients, those without high school diplomas, individuals between 22 - 44, handicapped and females. It is the intent of this study to determine whether those individuals who have multi-employment handicaps can find entrance into the labor market through the travel and tourism industry.

- Civilian Labor Force, Employed by Industry, Occupational Characteristics and Unemployed

The following information was provided by the Labor and Economic Research Division of the Department of Employment Security.

Table 25 shows the October, 1977 civilian labor force (CLF): the unemployed and the employed for the eight counties of the Harrision County Labor Market Area. The total civilian labor force for the Harrison County Labor Market Area was 113,300 persons. Harrison County, Monongalia and Marion make up the largest portions of the civilian labor force with 32,880; 27,430; and 24,890, respectively. The total number of registered unemployed is 4,960 with the

Table 26

Harrison County L.M.A. = All Eight Counties October, 1976

Employment by Major Classification

Source: West Virginia Department of Employment Security

	Barbour	Doddridge	Harrison	Lewis	Marion	Monongalia	Taylor	Upshur
Total C.L.F.	6,790		32,320	6,270	24,130	27,420	5,820	9,310
Unemployed	470		1,770	640	1,110	680	640	610
% of Total C.L.F.	7.0		5.5	10.2	4.6	2.5	11.1	6.5
Employed Total	6,310		30,550	5,630	23,020	26,740	5,170	8,700
Nonag. W & S	5,250		26,820	4,800	20,950	24,540	4,620	7,690
All Other Nonag. W & S	840		3,140	620	1,960	1,980	450	860
Agricultural Employ.	220		590	210	120	220	100	150
Nonag. W & S	4,030		27,070	5,000	21,570	26,990	3,440	5,660
Manufacturing Total	260		5,360	1,040	5,070	3,110	870	1,100
Durable			4,810		4,420	1,940		
Nondurable			550		650	1,170		
Nonmanufacutring Total	3,770		21,710	3,960	16,500	23,880	2,570	4,560
Mining	1,300		1,830	190	3,320	3,760	20	690
Contract Construction	410		1,740	180	1,270	1,380	160	260
T;C;P.V.	130		2,810	620	1,310	840	530	290
Wholesale/Retail	420		6,310	820	4,300	4,250	480	1,200
F;I;R.E.	70		970	100	680	780	70	180
Services	830		4,050	450	2,420	2,770	370	920
Government	610		4,000	1,600	3,200	10,100	940	1,020

largest number of unemployed in Marion County with 1,480 and the Harrison/ Doddridge Employment Service Area with 1,460. The percentage of the total civilian labor force that is unemployed by county as of October, 1977, was the highest in Lewis with 6.7% and Taylor with 6.5% and lowest in Monongalia with 2.0% and Barbour 3.9 %. The national unemployment rate for October, 1977 was 7.0% which is higher than all eight counties in the labor force market. West Virginia demonstrated a 4.6% unemployment rate for the period which is considerably lower than the unemployment rates in Marion, Lewis and Taylor. Barbour, Monongalia, Harrison and Upshur were all below the West Virginia 4.6% unemployment rate. This is a typical situation. The flurry of economic activity in preparation for the coal strike made short run employment abnormally high. The total number of employed persons in the Harrison County Labor Market Area is 108.390. Harrison/Doddridge showed 31,420 persons employed, Monongalia showed 26,880 persons employed, and Marion had 23,410 persons. Nonagricultural wage and salary employment was 96,640 and all other nonagricultural employment was 10,160 with agricultural employment at 1,590. Table 26 demonstrates the same information for October, 1976. Note the much higher more typical unemployment rates.

Table 27 shows employment by industry and by county for the Harrison County Labor Market Areas as of October, 1977. Total nonagricultural wage and salary employment was 95,691 of which 16,790 (18%) was manufacturing employment and 78,901 (82%) was nonmanufacturing employment. The following shows the percentage and number of and breakdown of the nonmanufacturing sector of the Harrison County Labor Market Area:

Mining	11,460	15%
Contract Construction	5,140	7%
Transportation, Communication Public Utilities	6,710	9%
Wholesale, Retail	18,390	23%
Finance, Insurance, Real Estate	2,790	4%
Services (Except Private Household)	11,800	15%
Government	22,380	28%

The manufacturing sector is broken down into durable goods and non-durable goods. Becuase of the small numbers in the manufacturing sector, Barbour, Lewis, Taylor and Upshur are not broken down. Harrison County shows the largest number employed in the durable sector of 4,760 with Marion County showing 4,400. Nondurable production is highest in Monongalia County with 1,090. Of the total number employed in the Harrison County Labor Market Area, nondurables only employs 2% of the total.

In the nonmanufacturing section, the government employs the largest number with 22,380 or 28%. Wholesale and Retail Trade employs 18,390 or 23% with mining and services making up 15%. Transportation, Communication and Public Utilities employs 6,710 (9%). Contract Construction employs5,140 (7%) and Finance, Insurance and Real Estate make up 4% of the total nonmanufacturing employment as of October, 1977.

Table 28 shows employment by industry for 1971, 1972, 1973 and 1974 and the projected employment for 1985. This table was developed by taking the Harrison County percentage of the statewide total and applying those percentages to the 1985 statewide industrial employment projections (Table 30). The reliability of this method is questionable and demonstrates a need for surveying the Harrison County Labor Market Area employers. The information that is provided from this table is hard to use for planning purposes. From Table 28, employment is expected to increase significantly in mining (126%), contract construction (65%), wholesale and retail trade (94%), services (34%) and government employment (24%) in the Harrison/Doddridge County area. Manufacturing is expected to increase by only 1.2% with nondurables showing a decrease of 7%.
The Region VII Survey of area coal companies supports the expected increases in mining employment. The coal gasification plant planned in Monongalia County should also support the increases in mining.

Table 27

Clarksburg (Doddridge & Harrison Co.) W. Va.
TOTAL LABOR FORCE, UNEMPLOYMENT AND EMPLOYMENT
Source: West Virginia Department of Employment Security

Item	ANNUAL AVERAGES 1971	1972	1973	1974	1 Feb	9 April	7 June	4 Aug	Oct.	Dec
Total Civilian Labor Force	32,020	32,130	33,380	33,520	32,520	32,910	34,220	34,450	34,370	32,650
Unemployment	1,440	1,740	1,700	1,770	2,050	1,490	1,350	1,420	2,020	2,300
% of Total Civ. Labor Force	4.5	5.4	5.1	5.3	6.3	4.5	4.0	4.1	5.9	7.0
Employment (Total)	30,580	30,390	31,680	31,750	31,470	31,420	32,870	33,030	32,350	30,350
Nonag. Wage and Salary (Total)	26,410	26,950	27,340	27,780	27,020	27,830	28,800	29,020	28,070	25,950
Manufacturing	5,800	5,830	6,070	5,670	6,020	6,100	6,150	5,970	5,590	4,220
Durable Goods	5,020	5,180	5,300	4,880	5,220	5,300	5,330	5,140	4,840	3,500
Non-Durable Goods	780	650	770	790	800	800	820	830	750	720
Non-Manufacturing	20,610	21,120	21,280	22,110	21,000	21,730	22,650	23,050	22,480	21,730
Mining	2,080	1,880	1,480	1,860	1,730	1,770	1,840	1,830	1,970	1,990
Contract Con-truction	2,970	3,690	3,210	2,590	2,300	2,490	3,000	3,250	2,660	1,860
Transportation, Communications & Public Utilities	2,660	2,640	2,670	2,680	2,640	2,640	2,740	2,740	2,690	2,630
Wholesale & Retail Trade	5,690	5,680	5,950	6,120	5,760	6,050	6,200	6,340	6,130	6,220
Finance, Ins. & Real Estate	890	850	860	870	860	860	880	870	870	880
Service	3,340	3,260	3,520	4,080	3,930	4,170	4,020	b4,070	4,170	4,120
Government	2,980	3,120	3,590	3,910	3,780	3,750	3,970	3,950	3,990	4,030

Note: Please refer to explanation of labor force, etc. contained in Technical Notes and Definitions.

Data may not add due to rounding.

Table 28

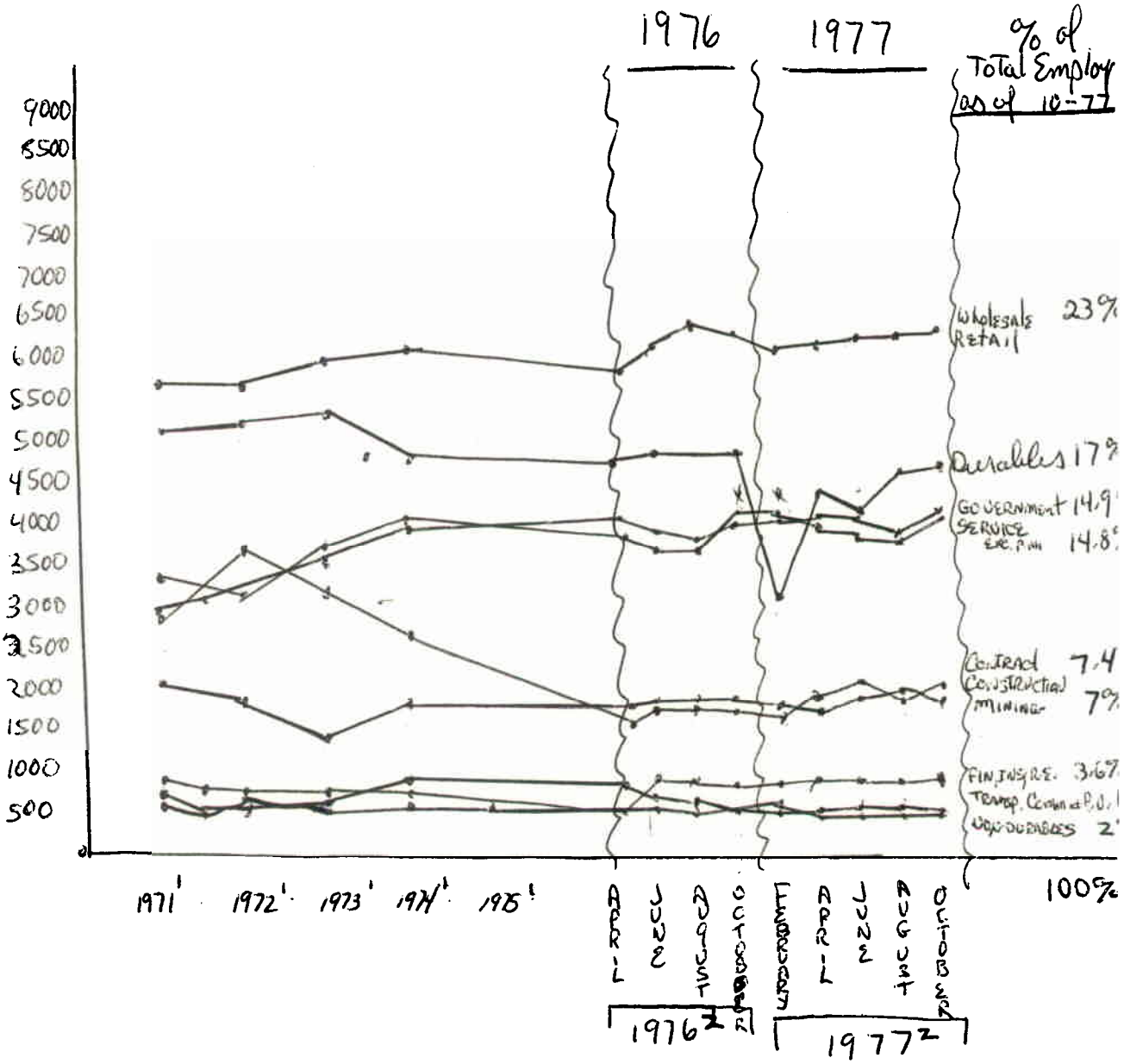
Employment by Industry - Historical and Projected (Harrison Co. Only)

Source: West Virginia Department of Employment Security

	Historical					Present	85 Est.	
	1970	1971	1972	1973	1974	Aug-1977	PROJ	
Nonag. Wage and Salary (Total)		26,410	26,950	27,340	27,780	27,200	33,436	
Manufacturing		5,800	5,830	6,070	5,670	5,260	5,325	.12%
Durable		5,020	5,180	5,300	4,880	4,710	4,920	4.40%
NonDurable		780	650	770	790	550	511	-7%
NonManufacturing		20,610	21,120	21,280	22,110	21,940		
Mining		2,080	1,880	1,480	1,860	1,960	4,434	126%
Contract Construction		2,970	3,690	3,210	2,590	1,920	3,160	65%
Transportation, Comm., Public Utilities		2,660	2,640	2,670	2,680	2,860	2,649	7%
Wholesale, Retail		5,690	5,680	5,950	6,120	6,360	8,464	34%
Finance, Insurance, Real Estate		890	850	860	870	970	1,033	6%
Service		3,340	3,260	3,520	4,080	3,910	5,230	34%
Government		2,980	3,120	3,590	3,910	3,960	4,894	24%

~~AEC-11~~ Table 29

Nonagricultural Wage & Salary Employment 1971 - 1977
Harrison & Doddridge Co. (only)



SOURCE: [1] WVa Labor Force Estimates. Small Labor Market Areas 71-77

SOURCE: [2] Area Manpower Summary "Small Labor Areas" 76-77
WVa. Department of Employment Security

Table 5 Table 30

TOTAL EMPLOYMENT BY MAJOR INDUSTRY

Industry	1970	1974	Estimated 1977*	Estimated 1978*	Projected 1985	Percent Change 1970-74	Percent Change 1974-
ALL INDUSTRIES - TOTAL	552,722	604,405	623,921	630,429	675,977	+ 9.35	+ 11.
Agriculture, Forestry & Fisheries	9,109	7,122	7,157	7,168	7,248	- 21.81	+ 1.
Mining	49,412	55,159	60,268	61,971	73,892	+ 11.63	+ 33.
Construction	42,103	47,531	48,932	49,439	52,671	+ 12.89	+ 10.
Manufacturing	126,578	131,184	131,711	131,888	133,123	+ 3.64	+ 1.
Durable Goods	76,286	80,126	80,641	80,814	82,015	+ 5.03	+ 2.
Non-Durable Goods	50,292	51,058	51,070	51,074	51,108	+ 1.52	+ 0.
Transp., Comm. & Public Utilities	43,916	43,106	43,392	43,486	44,151	- 1.84	+ 2.
Trade	103,399	123,695	128,432	130,012	141,070	+ 19.63	+ 14.
Wholesale Trade	23,467	27,519	29,060	29,574	33,170	+ 17.27	+ 20.
Retail Trade	79,932	96,176	99,372	100,438	107,900	+ 20.32	+ 12.
Finance, Insurance & Real Estate	16,004	18,045	18,758	18,996	20,660	+ 12.75	+ 14.
Services	138,660	152,543	158,497	160,483	174,376	+ 10.01	+ 14.
Government	23,541	26,020	26,774	27,026	28,785	+ 10.53	+ 10.

* 1977 and 1978 estimated by simple interpolation.

Table 31

Harrison Co. (only) - Civilian Labor Force
- Unemployed & % CLF
- Employed

(2 sheets typed)

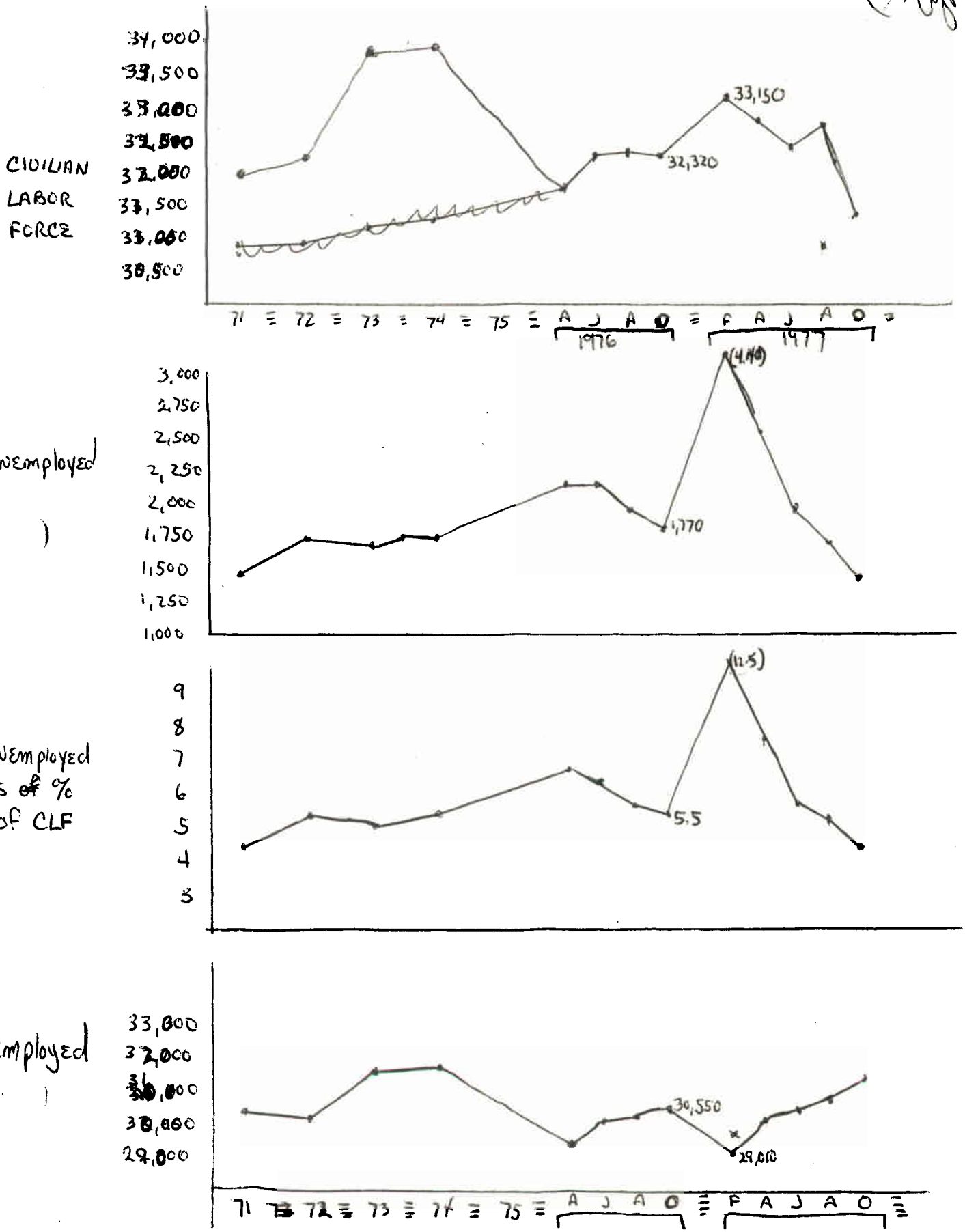


Table 32

Harrison County Labor Force by Race and Sex 1975

Manpower Profiles - For Affirmative Action Programs
L.E.R. Series 113 Dept. of E.S.

	Both Sexes				Female		
	Total	White	Black		Total	White	Black
1970 Population							
Total	73,028	71,855	1,089		38,178	37,555	577
Percent Distribution	100	98.39	1.49		100	98.37	1.51
1970 Population 16 Years Old +							
Total	52,600	51,862	712		28,141	27,719	406
Percent Distribution	100	98.6	1.35		100	98.50	1.44
1970 L.F. Participation Rate	49.1	49	57.2		30.3	30.1	43.8
1975 L.R. Participation Rate	56.8	56.7	66.0		35.1	34.9	51.7
1975 C.L.F.							
Total	29,880	29,400	470		9,880	9,670	210
Employment	27,520	27,080	430		9,010	8,820	190
% Distribution	100	98.39	1.57		100	97.90	2.10
Unemployed	2,360	2,320			870	850	
% Distribution	100	98.30			100	98.03	
Unemployment Rate	7.9	7.9			8.8	8.8	

Since this study deals with Harrison County specifically, the following information applies only to Harrison County.

Illustration Table 31 plots the Harrison County civilian labor force, unemployed, percent of total civilian labor force unemployed and the number of employed from 1971 to 1975 by annual averages and quarterly for 1976 and 1977. The civilian labor force peaked in February, 1977 (33,150), but the labor market was not able to handle the influx. The number of unemployed shot up to 4,140 with 12.5% of the civilian labor force unemployed in February, 1977. Employ-,emt also decreased by 650 in February, 1977 which accounts for the peaks in the number of unemploymed and the sharp rise in the unemployment rate. Employment dipped in February, 1977 to 29,910. Employment peaked in 1973 and 1974 and not until October, 1977, did it start to reach the 1973, 1974 highs. When the 1977 annual average comes out, it should be significantly below the 1974 highs because of the February, 1977 dip of 600 jobs. The civilian labor force from February, 1977 to October, 1977, shows a decline of 1500 persons. October, 1977 employment was up to 31,500, an increase of 200 jobs. Subsequently, the number of unemployed and percent of the total civilian labor force decreased significantly.

Table 32 shows labor force characteristics by race and sex for Harrison County. The black population which makes up only 1.5% of the totalpopulation showed a 57.2% labor force participation rate (LFPR) in 1970 and 66% in 1977, an increase of 8.8%. The number of unemployed and the employed were below 50 and not recorded. Black females showed a 43.8% L.F.P.R. in 1970 and 51.7% in 1977, a 7.9% increase. The number of unemployed black females is also below 50 and subsequently is not reported. Whites showed a 49% L.F.P.R. in 1970 and 56.7% in 1975, an increase of 7.7%. The unemployment rate among whites in 1975 was 7.9% or 2,320 individuals. White females showed the lowest L.F.P.R. of 30.3% in 1970 with a

Table 34

HARRISON COUNTY

	Average Employment	Total Wages	Average Annual Wages	Average Weekly Wages
Mining	2,024	29,068,894	14,362	276.16
Bituminous Mining	1,832	27,216,092	14,855	285.69
Oil & Gas Extraction	163	1,555,388	9,542	183.50
Construction	1,812	21,585,003	11,912	229.08
Building Construction	451	4,213,190	9,341	179.65
Const. Other than Building	739	9,886,181	13,377	257.26
Special Trade Contractors	622	7,485,632	12,034	231.43
Manufacturing	5,038	54,291,669	10,681	205.40
Food & Kindred Products	353	3,122,719	8,846	170.11
Lumber & Wood Products	39	246,206	6,312	121.40
Stone, Clay & Glass	2,392	24,300,786	10,159	195.36
Machinery, Exc. Electric	675	7,767,238	11,507	221.28
Transportation, Communication and Public Utilities	2,453	29,890,971	12,185	234.35
Local & Suburban Passenger Transit	65	495,543	7,623	146.61
Trucking & Warehousing	318	3,558,562	11,190	215.20
Communication	591	6,784,965	11,480	220.77
Trade, Wholesale	1,961	20,255,093	10,328	198.63
Wholesale Durable Goods	1,359	14,660,654	10,787	207.45
Wholesale Non-Durable Goods	602	5,594,438	9,293	178.71
Trade, Retail	4,120	22,993,816	5,581	107.32
Building Materials	227	1,772,651	7,809	150.17
General Merchandise Stores	752	3,451,249	4,589	88.25
Food Stores	683	4,652.211	6,811	130.98
Automobile Dealers and Service Stations	613	4,493,292	7,330	140.96
Apparel & Accessory Store	282	1,693,217	6,004	115.46
Furniture & Home Furnishing	277	1,929,918	6,967	133.98
Eating & Drinking Places	881	2,793,350	3,170	60.97
Miscellaneous Retail Stores	405	2,207,925	5,451	104.83
Finance, Insurance and Real Estate	896	7,457,692	8,323	160.06
Banking	366	2,972,690	8,122	156.19
Credit Agencies Other than Banks	86	593,166	6,897	132.64
Insurance Carriers	200	2,226,977	11,134	214.13
Insurance Agents, Brokers & Service	82	928,957	11,328	217.86
Real Estate	148	549,048	3,709	71.34
Services	3,500	22,955,017	6,558	126.12
Hotels & Other Lodging Places	249	992,165	3,984	76.62
Personal Services	379	1,946,217	5,135	98.75
Business Services	362	2,951,587	8,153	156.79
Automotive Repair Services and Garages	125	795,946	6,367	122.45
Miscellaneous Repair Services	165	1,776,312	10,765	207.02
Motion Pictures	67	165,072	2,463	47.38

Table 34 (Contd)

	Average Employment	Total Wages	Average Annual Wages	Average Weekly Wages
Amusement & Recreation	134	544,163	4,060	78.09
Health Services	1,096	8,577,247	7,825	150.49
Legal Services	75	566,863	7,558	145.34
Social Services	79	295,853	3,744	72.01
Membership Organizations	274	970,109	3,540	68.08
Miscellaneous Services	174	1,743,258	10,018	192.66

4.7% increase in 1975. White females showed the highest 1975 unemployment rate of 8.8%.

Tables 33 and 34 show total employment, total wages, average annual wages and the average weekly wage by S.I.C. codes for Harrison County in 1975 and 1976 respectively. Harrison County is ranked 23rd out of West Virginia's 55 counties according to weekly and annual wage averages. Harrison County's average weekly wage was $193 in 1976 and the average annual wage for 1976 was $10,069, a $510 increase over 1975. West Virginia recorded highs in Hancock County ($282-$14,676) and lows in Pendleton County ($119-$6,219). The following ten industrial classifications show the highest average annual wage and average weekly wages in 1976.

Table 33

Ten Highest Paying Industries (By Annual Averages 1976)

Source: Department of Employment Security

		Average Annual Wages	Average Weekly Wages
1.	Mining (Bituminous Mining)	$14,855	$286
2.	Construction (Other than building)	13,377	257
3.	Construction (special trade contractors)	12,034	231
4.	Manufacturing (machinery, exc. electric)	11,507	221
5.	TCPU (Communication)	11,480	221
6.	FIRE (insurance agents, brokers and service)	11,328	218
7.	TCPU (trucking and warehouse)	11,190	215
8.	FIRE (insurance carriers)	11,134	214
9.	Trade (wholesale durable goods)	10,787	207
10.	Services (miscellaneous repair services)	10,765	207

Table 35

State - Occupation Base and Projections

	1970		% of Harrison VI in Those Occ. As Of 70		1974		1985		% 74-85
	552,744	100%	VI	Harrison					
Prof., Technical, Kindred	69,695	12.61	13.1	11.6	75,213	12.45	81,167	12.01	(+) 7.92%
Managers, Administrators	49,619	8.98	7.5	8.8	60,265	9.97	68,483	10.13	(+) 13.64%
Sales	29,760	5.38	5.7	7.5	33,649	5.57	37,701	5.58	(+) 12.04%
Clerical, Kindred	74,493	13.48	13.5	14.7	84,334	13.96	100,728	14.91	(+) 19.44%
Craftsman, Foreman and Kindred Workers	96,136	17.39	16.8	16.7	106,115	17.56	124,239	18.38	(+) 17.08%
Operatives, Except Transportation	86,994	15.74	17.8	16.8	93,752	15.52	102,343	15.14	(+) 9.16%
Other Operatives	68,962	12.48			74,423	12.32	80,648	11.93	(+) 8.36
Transportation Equipment Operators	28,592	5.17	5.1	5.2	31,176	5.16	33,928	5.02	(+) 8.83
Laborers Except Farm	39,489	7.14	6.0	5.4	40,998	6.78	42,504	6.29	(+) 3.67
Farmers, Farm Managers	7,682	1.39	1.3	1.4	5,619	0.93	5,102	.75	(-) 9.20
Farm Laborers, Farm Managers									
Service Workers	70,284	12.72	11.1	10.0	73,130	12.10	79,602	11.78	8.85
Private House Holds			1.9	2.0					

While this table demonstrates those highest paying S.I.C. industrial classifications, it does not show the average annual weekly wage for occupations within the classification. Tables 33 and 34 do not show marginal and/or secondary jobs within the classification, but they do show where the higher paying jobs may be and the chances for mobility into these good jobs may exist. Appendix I is a wage survey produced by the Employment Service (E.S.) for selected occupations within the Employment Service wage region D which includes the Morgantown/Fairmont/Clarksburg area. The survey consisted of 8,310 employees in 76 companies. It shows the number of employees in each wage category by occupation. The bottom of each occupational category shows the number employed in those categories and the average hourly wage.

The future demand for labor in the Harrison County Labor Market Area is not easily determined. This is especially the more specific by occupation one intends to be. First, there are no specific (by D.O.T. code) occupational projections for the Harrison County Labor Market Area in and of itself. The Department of Employment Security produced statistics based on the industrial classification employment projections and coupled it with the O.E.S. staffing patterns (Appendix IV). O.E.S. staffing patterns are composities by industry of the industry's occupational mix. Table 35, shows the projected increases and decreases in employment by specific occupation for the state of West Virginia. Table 35 shows percentage change between 1974-1975 by broad occupational category for the State of West Virginia and it also shows Harrison County's percentage in each category. If the percentages are turned into whole numbers and multiplied by the state's projected increases between 74-85, broad based occupational projection results. The reliability of this method is questionable and needs to be supported by a survey of area employers to develop a range of projected growth by specific, not broad, categories.

Table 38 shows the percentage of females in each broad occupational category based on the 1970 Census of the Harrison County Labor Market Area. In Harrison County, 68.4% of the clerical-kindred workers are female, 59.3% of the service workers are female and 44% of the sales workers are female. Females make up 44.7% of the Professional, Technical and Kindred Workers which is 4.7% above the national average.

The other side of the occupational characteristics can be seen in Table 36, the registered unemployed by last occupation held. Table 35 may represent frictional or structural unemployment, but it will take a survey of present and future demand for labor in the area (Harrison County) to make the determination. Of the total number of registered unemployed, 61% are white males, 37% are white females, 1.2% are black males and 1.5% are black females. This information is available by specific nine digit occupational classifications. Table 36 represents the broad classifications while Table 37 is an example of the specific occupational categories from which Table 36 was derived. This information is valuable to manpower planners setting up target groups. Registered unemployment as of June, 1977 by age and sex in Harrison County is shown on the following page.

Table 36

	M	% of Total Registered Unemployed	F	% of Total Registered Unemployed
Under 22	341	13.7%	244	9.8%
22 - 29	553	22.1%	265	10.6%
30 - 34	396	15.9%	257	10.3%
45+	256	10.2%	185	7.4%
Total	1,546	61.9%	951	38.1%

Table 37

Harrison County Registered Unemployed by Last Occupation and Demographic Characteristics

*Note--each category broken down into 9 digit D.O.T.--all counties available
*Department of Employment Security, 1977.

		White	Non-White	Under 22	22--29	30--44	45-Over	Total
Prof., Tech. & Mge.	M	115	2	7	50	36	24	117
	F	43	3	6	17	15	8	46
Clerical	M	61	2	7	23	13	20	63
	F	264	7	72	103	60	36	271
Sales	M	50	-	9	19	12	10	50
	F	--	2	-	16	14	17	65
Domestic	M	10	-	2	2	4	2	10
	F	39	4	14	4	15	10	43
Other Service	M	115	3	27	26	29	36	118
	F	165	8	39	36	57	41	173
Farm, Forestry, Fish	M	16	-	2	5	5	4	16
	F	1	-	-	1	-	-	1
Processing	M	62	1	12	17	17	17	63
Machin	F	18	1	2	6	5	6	19
Machine Trades	M	158	2	32	69	37	22	160
	F	11	-	5	2	3	1	11
Bench Work	M	66	-	9	19	18	20	66
	F	56	1	-	3	15	39	57
Structural	M	305	3	50	124	88	46	308
	F	10	-	1	5	3	1	10
Motor Prt. Transp.	M	176	3	32	68	58	21	179
	F	6	-	2	2	1	1	6
Package, Materials	M	114	7	27	50	29	15	121
	F	12	1	1	2	8	2	13
Other	M	31	1	5	7	12	8	32
	F	2	-	-	1	1	-	2
Entry	M	200	5	97	66	32	10	205
	F	176	8	57	58	54	15	184
Partial Registrants	M	35	1	21	8	6	1	36
	F	41	2	24	6	6	7	43
All Other	M	2	-	2	-	-	1	2
	F	7	-	3	3	-	-	7
Total	M	1,516 (61%)	30 (1.2%)	341	553	396	256	1,546
	F	914 (37%)	37 (1.5%)	244	265	257	185	951

Table 38

Percent in Each Occupation Who Are Female: 1970

Source: U.S. Census of Population: 1970

	U.S.	W.Va.	Doddridge	Harrison	Marion	Monongalia	Taylor
Total Employed	37.9	32.8	27.5	32.7	35.1	36.9	35.3
Professional Technical and Kindred Workers	40.0	44.4	51.6	44.7	47.2	38.6	59.8
Managers & Administrators, except Farm	16.6	18.6	11.8	18.6	14.2	18.9	20.0
Sales Workers	39.4	45.5	41.9	41.7	46.4	47.0	64.6
Clerical and Kindred Workers	73.6	69.9	54.6	68.4	67.8	75.6	63.1
Craftsmen, Foremen and Kindred Workers	4.9	3.4	5.7	4.9	3.9	6.4	4.7
Operatives, except Trans.	38.4	21.8	43.5	20.4	37.2	27.7	37.3
Transport Equipment Operatives	4.5	2.4	0.0	2.8	1.0	1.1	1.3
Laborers, except Farm	8.2	7.5	10.8	6.5	13.3	9.5	4.0
Farmers and Farm Managers	5.0	6.8	0.0	6.2	0.0	10.3	18.2
Farm Laborers & Farm Foreman	16.8	10.3	33.3	16.8	35.7	24.1	9.3
Service Workers, except Private Household	55.6	61.2	54.4	59.3	60.3	53.8	61.9
Private Household Workers	96.9	97.5	100.0	97.7	95.0	99.0	92.0

Males between the ages of 22-29 represent the largest category of the registered unemployed with 22.1%. Males between 30-34 show 15.9% of the total while females of that cohort show 10.3%. The specific occupational breakdown (nine digit) of the registered unemployed compared with the vocational educational and C.E.T.A. training program efforts will provide one indication of whether training is in areas that are already demonstrating high levels of registered unemployment.

Summary

This part of the report has built a statistical base and preliminary analysis of the Harrison County Labor Market. Concentration on the supply characteristics indicates target groups which may benefit most from expanding travel and tourism industry employment opportunities. The CETA training programs in place and available base been examined. What remains is the exploration of the travel and trourism employment. The specific program design to interface employer and employee interests must wait until the demand side specifies are in. This phase is underway.

A manual designed to extrapolate from the West Virginia experience to other groups undertaking similar projects elsewhere is underway. An initial draft of the first of three parts is complete.